MCA

Maritime and Coastguard Agency

MGN 318 (M+F)

VESSEL TRAFFIC SERVICES (VTS) - TRAINING AND CERTIFICATION OF VTS PERSONNEL

Notice to all Port and VTS Authorities, VTS Personnel, Maritime Training Institutes, Masters and Deck Officers of Merchant Vessels and Skippers and Watchkeepers of Fishing and Recreational Vessels.

This notice should be read in conjunction with MGNs 238, 239 and 240 on issues of VTS policy other than training.

This notice replaces MGN 180.

Summary

This guidance note identifies the standards of VTS training and certification recognised by the United Kingdom Competent Authority that are also closely aligned with IALA standards and the UK National Occupational Standards. It also provides information on the procedures for the Training and Certification of VTS personnel in the UK.

 Key Points
- STCW95 recognises the important contribution of VTS personnel towards maintaining the safety of life at sea, safety and efficiency of navigation and the protection of the marine environment.
- IMO Resolution A.857 (20), MSC/Circular 952 and Regulation 12, Chapter V of the International Convention for the Safety of Life at Sea (SOLAS) noting the development of IALA Recommendation V-103 invited Member Governments, pending the development of additional provisions, to bring the Recommendation and associated model courses to the attention of their VTS authorities when considering the training and certification of VTS personnel.

Note

Although the advice contained within is aimed essentially at shore-based establishments, the merits of informing a wider audience to promote awareness of the important contribution that VTS makes to the maritime industry and to indicate the standard and level of training of VTS personnel within the UK are also recognised. It is therefore necessary that mariners as users of VTS and Port Information also receive this information. Reference should also be made to MGNs 238, 239 and 240 on issues of VTS policy other than training.

1. Background

In 1993 the International Association of Marine Aids to Navigation & Lighthouse Authorities (IALA) developed the IALA Vessel Traffic Services Manual to provide guidance and assistance to administrations and authorities considering the implementation of new VTS or upgrading existing ones. The manual remained the primary document on VTS until 1995 when the Conference of Parties to the International Conventions on the Standards of Training, Certification and Watchkeeping for Seafarer (STCW95) recognised the important contribution of other professionals towards maintaining the safety of life at sea, safety and efficiency of navigation and the protection of the marine environment. Resolution 10 of the Convention called for international provisions to be drawn up for the training of maritime pilots and VTS personnel. In response IALA embarked on the development of recommendations for the training and certification of VTS personnel and the associated training courses.

In 1997 the International Maritime Organisation (IMO) Resolution A.857 (20), *Guidelines for Vessel Traffic Services*; Annex 1, *Guidelines and Criteria for VTS;* and Annex 2, *Guidelines on Recruitment, Qualifications and Training for VTS Operators* was adopted. The guidelines that are associated with SOLAS V Regulation 12, describe the principles and general operational provisions for the operation of a VTS and participating vessels.

The IALA Recommendation, V-103, was completed and published in 1998 and with it three associated model courses:

> V-103/1   VTS Operator Basic Training
> V-103/2   VTS Supervisor Advancement Training
> V-103/3   On-the-Job Training

In May 2000 the IMO, through the Maritime Safety Committee (MSC/Circular 952), noting the development of IALA Recommendation V-103 invited Member Governments, pending the development of additional provisions, *to bring the Recommendation and associated model courses to the attention of their VTS authorities when considering the training and certification of VTS personnel.*

Since then additional model courses and Guidelines relating to training of VTS personnel have been and are in the process of development by IALA. The following have been completed and published:

- Guidelines for the Accreditation of VTS Institutes for Training VTS Personnel, September 2000.

- Guidelines on the Assessment of Training Requirements for Existing VTS Personnel, Candidate VTS Operators and Revalidation of VTS Operator Certificates, June 2001.

- Model Course V-103/4 - VTS On-the–Job Training Instructor, December 2001.

- Guidelines on Designing and Implementing Simulation in VTS Training at Training Institutes and VTS Centres, June 2002.

- Guidelines on the aspects of the Training of VTS Personnel relevant to the Introduction of Automatic Identification System, June 2003.

The IALA standards are now recognised internationally as the primary 'training and certification' standards for VTS personnel.

The Port Marine Safety Code published in March 2000 and Guide to Good Practice published in March 2002, both address the issue of training for port personnel including VTS Personnel.

The UK National Occupational Standards (NOS) for VTS Operators were published by Port Skills and Safety Ltd. (PSSL) in March 2004 and are based on IALA Recommendations and Model Courses.

National Occupational Standards define the knowledge and understanding, skills and level of competence expected of individuals to perform key tasks in particular areas of work. These Standards describe good practice in an area of work in terms of what personnel must be able to do, know about and the attitudes they should have towards the job (skills, knowledge and values).

National Occupational Standards can be used to create job descriptions, develop training plans, identify skills shortages and define performance standards. They provide the framework against which vocational qualifications can be mapped and form the structure of the National and Scottish Vocational Qualifications (NVQs/SVQs).

2. The Competent Authority

The IMO and IALA define the Competent Authority as:

The authority made responsible, in whole or in part, by the Government for the safety, including environmental safety, and efficiency of vessel traffic and the protection of the environment in the area.

The Maritime and Coastguard Agency (MCA) has assumed the role of UK Competent Authority and as such is responsible for ensuring consistency of training standards and methods within the UK, in accordance with the IMO Guidelines and IALA Recommendations. The responsibilities of the Competent Authority for VTS are contained in MGN 239, which also contains the responsibilities of Statutory Harbour Authorities (in the context of VTS) and VTS Authorities.

3. UK VTS Policy Steering Group

UK VTS policy is established through the UK VTS Policy Steering Group, chaired by the Competent Authority with appropriate representation which sets, inter alia, VTS 'Training and Certification Policy'.

4. UK VTS Training Working Group

The UK VTS Training Working Group is a sub-group of the UK VTS Policy Steering Group tasked to develop UK's VTS 'Training and Certification Strategy'. It is chaired by the Competent Authority with appropriate representation from the ports industry and training bodies.

5. Statutory Harbour Authorities and VTS Authorities

The responsibilities of Statutory Harbour Authorities (in the context of VTS) and VTS Authorities are contained in MGN 239.

6. Accredited VTS Training Institutes

Accredited VTS Training Institutes are organisations approved by the Competent Authority for the purposes of carrying out basic, advancement or refresher training of VTS Personnel and in possession of a valid Certificate of Approval. A directory of Accredited VTS Training Institutes and details of approved courses can be obtained from the Navigation Safety Branch at the MCA. Only an accredited VTS training institute will conduct VTS Operator basic and advancement training. Further information and details of the accreditation process is contained in Annex 9.

7. Recruitment

Qualifications and entry levels are set out in the Annexes. Particular note should be given to the requirement for aptitude testing and medical fitness requirements set by the VTS Authority, which should contain minimum eyesight and hearing standards.

8. The Training Process

The UK's VTS 'Training and Certification Strategy' is the only approved route to acquire professional qualifications for VTS personnel in the UK. VTS Operators are persons who have successfully completed the VTS Operator Basic Training Course and are appropriately qualified, including the holding of a local endorsement. The VTS training process consists of two elements: Basic (mainly college based) and ''On-the-Job Training. (OJT)''

8.1 VTS Operator Basic Training

Port/VTS Authorities that identify the requirement to train their personnel in accordance with the UK Certification and Training Strategy should, in the first instance, approach an Accredited VTS Training Institute or the MCA.

VTS Operator Basic Training is a modular process leading to full MCA certification as VTS Operator. Annex 1 contains a simplified flow chart of the certification process for existing VTS Operators (those in post prior to 1st January 2002) and Annex 2 for new VTS Operators (those in post after 1st Jan 2002).

Full or Partial Accreditation of Prior Learning (APL) is granted for some modules. Minimum acceptable marine qualifications for full APL in the Nautical Knowledge module are STCW '95 Officer of the Watch (Deck) or equivalent in charge of a navigational watch (e.g. Class 4 Deck, Class 2 Fishing, Royal Navy equivalent, etc).

Port/VTS Authorities that wish to employ candidates with marine qualifications not stated above should liaise direct with the MCA. Following IALA Guidelines on the assessment of training requirements for candidate VTS Personnel, MCA and the Accredited VTS Training Institutes recognise that practices, which require candidate (trainee) VTS Operators to repeat learning that has been previously mastered may be unnecessary.

If required, accredited VTS Training Institutes will, in consultation with the MCA, assess trainees on a case-by-case basis and where trainees exceed the minimum entry standards, including those with previous maritime knowledge, they may be credited for the appropriate training and the training time reduced accordingly. Candidates who are unable to demonstrate prior knowledge of IALA V-103/1, should successfully complete a 10-week new entry VTS Operator Basic Training course.

There are four routes for this basic training and a synopsis for each is described in the Annexes:
- Annex 3 - Existing VTS Operators with minimum acceptable marine qualifications.
- Annex 4 - Existing VTS Operators without acceptable marine qualifications.
- Annex 5 - New recruits with acceptable marine qualifications.

- Annex 6 - New recruits without acceptable marine qualifications.

VTS Operator Basic Training follows the IALA Model Course V-103/1 and covers the following eight modules:
Module 1: Language
Module 2: Traffic Management
Module 3: Equipment
Module 4: Nautical Knowledge
Module 5: Communication Co-ordination
Module 6: VHF Radio
Module 7: Personal Attributes
Module 8: Emergency Situations

VTS Operator Basic Training offers a variety of approaches but all necessarily achieve the requirements of IALA and the Competent Authority. They all require that trainees achieve and demonstrate competence in VTS underpinning knowledge and simulated exercises covering all eight modules.

The method by which this is achieved will vary depending on the trainees' knowledge, experience and previous training which, if properly documented, may be recognised through the awarding of Accreditation of Prior Leaning (APL) and/or Accreditation of Prior Experiential Learning (APEL). A list of documents required for this process is contained in Annex 7. Competence is assessed by a combination of formal (written) examinations and the ability to perform defined VTS tasks or duties effectively in a simulated environment.

All VTS personnel are required to meet the English Language requirement (see Annexe 10). Accredited VTS Training Institute(s) will issue the following certificates on successful completion of the VTS Operator Basic Training:

a) VTS Induction Certificate where appropriate;
b) VTS Radar Training Certificate where appropriate;
c) Underpinning Knowledge Certificate, and
d) VTS Operator Basic Training Certificate (IALA V-103/1).

The Competent Authority will issue a VTS Certification Logbook to the individual on submission of the necessary documents and fee to the MCA Seafarers Training and Certification Branch. The VTS Certification Logbook represents documentary evidence of a professional qualification. The purpose of this document is to record training, endorsements, annual assessments, refresher training and revalidation together with the history of the VTS Operator's career.

8.2 On-the-Job Training

On-the-Job training (OJT) is training and familiarisation at the VTS Centre(s) at which the person will be employed. It includes training on the particular services provided by the VTS, the facilities and equipment used as well as the local geography and appropriate port regulations and procedures. The Competent Authority recognises that the OJT process will involve individuals learning from several sources.

VTS areas may vary and OJT should be tailored to provide the candidate with the necessary training for that area. The duration of the training will depend upon the complexity of the VTS operations and reflect the experience and qualifications of the trainee.

Ideally, individuals will normally commence OJT at their VTS Centre on completion of VTS Operator Basic Training. However, the Competent Authority recognises that this may not always be possible.

Each VTS Authority is responsible for the development of an OJT programme in accordance with the IALA Model Course V-103/3. The OJT programme should take into account the necessary skills and competencies required by the trainee and these should be clearly defined in an OJT Training Record Book. This OJT programme and OJT Training Record Book should, in the first instance, be submitted to the Competent Authority for approval to ensure compliance with this Recommendation. Personnel carrying out the OJT of VTS staff should normally be qualified as a VTS OJT Instructor (see section 10 below).

Satisfactory completion of OJT will qualify the trainee for an endorsement from the VTS Authority. This will be entered in the trainee's certification logbook. The issue of an endorsement confirms successful completion of training as a VTS Operator at that particular VTS Centre only. The endorsement will also specify which of the following levels of service[1] the Operator is authorised to provide i.e.:

- Information Service (INS)
- Navigational Assistance Service – Contributory (NAS-C)
- Navigational Assistance Service - Participatory (NAS-P)
- Traffic Organisation Service (TOS)

A VTS Operator transferring to another VTS Centre is required to obtain a further endorsement to operate at that Centre.

The Endorsement and authorisation process is detailed in Annex 11.

9. VTS Supervisors

A VTS Supervisor is a VTS Operator who has successfully completed the VTS Supervisor Advancement Training Course and is appropriately qualified as a VTS Supervisor (IALA V-103/2) and holding the appropriate local endorsement.

The VTS Supervisor Advancement Training Course also follows a modular training approach. Successful completion results in the issue of a certificate by the Accredited Training Institute and provides a formal qualification to VTS personnel performing one or more supervisory tasks.

Annex 8 contains a simplified flow chart of the advancement training and certification process.

The Competent Authority will endorse the individual's VTS Certification Logbook on submission of the necessary documents and fee.

10. VTS On-the-Job Training Instructors

An On-the-Job Training Instructor (OJTI) is a person qualified as a VTS Operator or VTS Supervisor and has successfully completed an approved OJTI Course (IALA V-103/4) at an Accredited VTS Training Institute. This Institute will endorse the individual's VTS Certification Logbook.

OJT Instructors are qualified in the task for which training is being conducted and assessment is being made. It is expected that they will have an appropriate level of knowledge and understanding of the competence to be assessed. On-the-Job Training may, however, be supported by instruction from subject matter experts who may not be qualified as VTS OJT Instructors.

On-the-Job Training in basic VTS skills by VTS personnel, who have not completed IALA V-103/4, while permissible, should only occur in a VTS with a small team of VTS Operators.

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[1] refer MGN 238 (M+F)

Associated risks must be evaluated as part of the overall risk assessment to identify the standard and the performance indicators against which the VTS is evaluated.

OJT Instructors shall have a detailed knowledge of the VTS Centre's OJT programme and specific objectives.

11. Standards

VTS personnel have established their role as maritime professionals contributing to the safety and efficiency of coastal and port vessel traffic in the United Kingdom. The Competent Authority recognises VTS personnel as professionals and requires that the quality of professional skills, competence and standards is assured through a process of Annual Assessment, Refresher Training and Revalidation.

11.1 Annual Assessment

The continual assessment of all VTS personnel by their respective VTS Authorities is recommended as good practice. Documented evidence of on-the-job formal assessment should be recorded in the VTS Certification Logbook at intervals not exceeding one year. If occasions arise where VTS Operators are found to be no longer competent, they should be removed from operational duties and given appropriate remedial training until such time as they are considered competent.

11.2 Refresher Training

VTS Authorities should provide for training and development opportunities for VTS personnel to keep abreast of technological advances, policy and good working practice in VTS through a process of Continuous Professional Development (CPD) that involves refresher and upgrading training. VTS personnel are required to undergo VTS Refresher Training. This training may either be a formal Refresher Training course conducted by an Accredited VTS Training Institute or in-house by a VTS Authority with the appropriate resources.

A Refresher Training Course, approved by the Competent Authority, aims to provide professional development training to ensure that competence, knowledge and skills of VTS Personnel are updated on a periodic basis. The VTS Refresher Course should comprise approximately 10 hours of lectures, presentations and workshops and 10 hours of simulation presented over three consecutive days at an Accredited VTS Training Institute.

The Competent Authority recognises that the course content will constantly evolve, be job-centred and relate directly to:

 a) Maintenance of basic (generic) standards;
 b) Recent changes, current/emerging trends and good practice that have been identified or promulgated by the IMO, IALA, MCA as the Competent Authority for VTS in the UK, Statutory Harbour Authorities, VTS Authorities, Pilotage Associations, Accredited VTS Training Institutes, etc.;
 c) Existing and evolving technological developments that may have an impact on the VTS environment; and
 d) Lessons to be learnt from and relevant recommendations made by the MCA, the Marine Accident Investigation Branch (MAIB) and others as a result of studies/investigations that may have an impact on the delivery of Vessel Traffic Services.

VTS Authorities adopting a process of in-house Refresher Training should cover the same course content as outlined for the formal Refresher Training course in the paragraph above. This may be achieved either as a regular course or through a process of CPD.

This Refresher Training programme and Training Record Book should, in the first instance, be submitted to the Competent Authority for approval to ensure compliance with this Recommendation. This process only applies to VTS Authorities conducting in-house training for their own staff. VTS Authorities who intend to provide refresher training to other VTS Authorities are required to obtain approval as an Accredited VTS Training Institute from the MCA.

VTS Authorities opting for a regular Refresher Training course shall ensure that all VTS personnel undergo such training every three years. In exceptional circumstances this period may be extended but must not exceed four years. VTS Authorities conducting Refresher Training in the form of CPD may spread the training over a three to four year cycle as best suits the operational needs and requirements of the VTS Authority.

Training Institutes will issue a certificate on successful completion of the Refresher Training course. VTS Authorities conducting in-house training should maintain a training record and ensure that the appropriate training has been achieved.

11.3   Revalidation (Continuous Service)

All holders of a VTS Certification Logbook issued by the Competent Authority who wish to serve at a VTS Centre are required to revalidate their VTS Certification Logbook at intervals not exceeding 5 years.

The revalidation process requires individuals to demonstrate the following:

   a) Evidence of medical fitness to the recommended standard (see para 7).
   b) Evidence of Continuous Professional Development by successful completion of an approved VTS Refresher Training Course (Accredited Training Institute Certificate) or acceptable equivalent refresher training programme (Letter of certification from VTS Authority).
   c) Evidence of continuous service at a VTS Centre as a VTS Operator, VTS Supervisor or VTS Manager during the preceding five years. This evidence will normally be completion of formal assessments conducted annually by the VTS Authority and recorded in the VTS Certification Logbook. In addition to the above, for revalidation purposes, the Competent Authority will accept alternative occupations in lieu of continuous service at a VTS Centre. Acceptable occupations include:

   • Harbour Masters and their Deputies or Assistants with operational responsibilities for VTS.
   • Marine/Port Managers with operational responsibilities for VTS.
   • Pilots with VTS qualifications and practical VTS operational experience who have maintained currency in VTS.
   • Surveyors employed by Competent Authorities with responsibilities for VTS.
   • Marine college lecturers engaged in delivery of accredited VTS training.

This list is not exhaustive and applications from certificate holders engaged in other occupations may also be considered.

The Competent Authority will revalidate an individual's VTS Certification Logbook on submission of the necessary documents and fee. Further details are available from the Seafarers Training & Certification Branch of the MCA.

11.4   Revalidation (Break of Service)

A VTS Operator who is away from operational duties for a period of more than 12 months will no longer be qualified for VTS operational duties. This absence will be reflected in the record of annual assessments.

On return to work the VTS Operator will be required to demonstrate competence through successful completion of the five-day VTS Operator Simulator Assessment Course at an Accredited Training Institute. It is the responsibility of the VTS Authority to negotiate with the Training Institute the appropriate training required to bring the VTS Operator up to the necessary entry standard, prior to commencing the Simulator Assessment Course. On completion of the five-day VTS Operator Simulator Assessment Course, the VTS Authority should reconfirm that OJT standards have been met and the appropriate endorsement should be entered in the individual's Certification Logbook.

The Competent Authority will revalidate an individual's VTS Certification Logbook on submission of the necessary documents and fee.

More Information

More information on the contents of this Notice can be obtained from:

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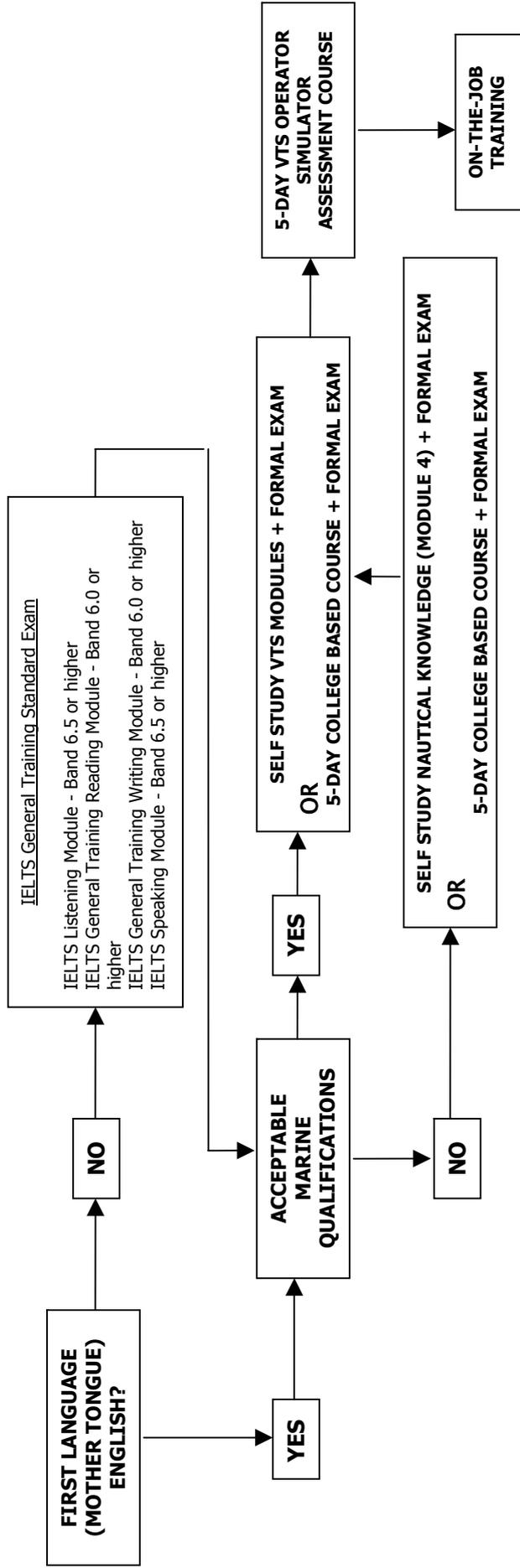
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BASIC TRAINING (IALA V-103/1) SCHEME FOR EXISTING VTS OPERATORS

FIRST LANGUAGE (MOTHER TONGUE) ENGLISH?

NO →

IELTS General Training Standard Exam

IELTS Listening Module - Band 6.5 or higher
IELTS General Training Reading Module - Band 6.0 or higher
IELTS General Training Writing Module - Band 6.0 or higher
IELTS Speaking Module - Band 6.5 or higher

YES →

ACCEPTABLE MARINE QUALIFICATIONS

YES →

SELF STUDY VTS MODULES + FORMAL EXAM

OR

5-DAY COLLEGE BASED COURSE + FORMAL EXAM

→ **5-DAY VTS OPERATOR SIMULATOR ASSESSMENT COURSE** → **ON-THE-JOB TRAINING**

NO →

SELF STUDY NAUTICAL KNOWLEDGE (MODULE 4) + FORMAL EXAM

OR

5-DAY COLLEGE BASED COURSE + FORMAL EXAM

NOTES:

1. The minimum marine qualification for "acceptable marine qualification" is STCW 95 Officer of the Watch Deck (OOW) or equivalent e.g. Class 4 Deck, Class 2 Fishing, Royal Navy equivalent, etc.

2. For details of training & certification for existing VTS Operators (acceptable marine qualifications) employed before 01.01.2002 refer to Annex 3.

3. For details of training & certification for existing VTS Operators (non-marine qualifications) employed before 01.01.2002 refer to Annex 4.

BASIC TRAINING SCHEME FOR NEW ENTRY VTS OPERATORS

FIRST LANGUAGE (MOTHER TONGUE) ENGLISH?

NO →

IELTS General Training Standard Exam

IELTS Listening Module - Band 6.5 or higher

IELTS General Training Reading Module - Band 6.0 or higher

IELTS General Training Writing Module - Band 6.0 or higher

IELTS Speaking Module - Band 6.5 or higher

YES →

ACCEPTABLE MARINE QUALIFICATIONS

YES →

5-DAY COLLEGE BASED INDUCTION COURSE

&

SELF STUDY + FORMAL EXAM

NO →

Demonstrate prior knowledge for elements of the IALA Model Course V-103/1 in accordance with IALA Guidelines on the Assessment of Training Requirements for Candidate VTS Operators (June 2001)

YES →

RELEVANT COLLEGE BASED MODULES & FORMAL EXAMS

NO →

10 WEEKS COLLEGE BASED COURSE

&

FORMAL EXAMS

5-DAY VTS OPERATOR SIMULATOR ASSESSMENT COURSE
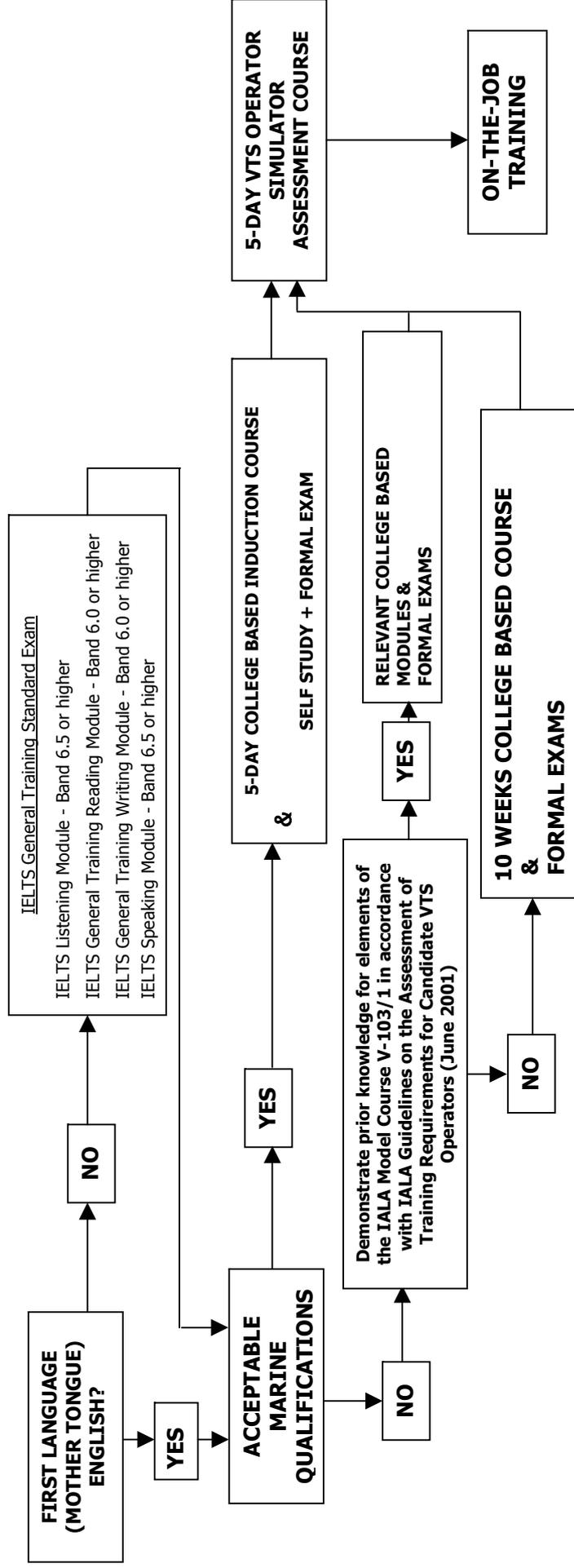
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ON-THE-JOB TRAINING

NOTES:

1. The minimum marine qualification for "acceptable marine qualification" is STCW 95 Officer of the Watch Deck (OOW) or equivalent e.g. Class 4 Deck, Class 2 Fishing, Royal Navy equivalent, etc.

2. For details of training & certification for new recruits (acceptable marine qualifications) employed before 01.01.2002 refer to Annex 5.

3. For details of training & certification for new recruits (non-marine qualifications) employed on or after 01.01.2002 refer to Annex 6.

Annex 3

Training and certification process for existing VTS Operators with acceptable marine qualifications

EXISTING VTS PERSONNEL WITH ACCEPTABLE MARINE QUALIFICATIONS
STAGE 1: Accreditation Of Prior Learning (APL) / Accreditation Of Prior Experiential Learning (APEL) Module 1 - Language (partial APL) Module 3 – Equipment (partial APL) Module 4 - Nautical Knowledge (full APL) Module 6 - Radio (partial APL)
STAGE 2: Assessment of Underpinning Knowledge (by formal examination) to IALA V-103/1 standards for: Module 2: Traffic Management Module 3: Equipment Module 5: Communication Co-ordination Module 7: Personal Attributes Module 8: Emergency Situations Candidates may follow the optional college based or distance-learning course. Candidates are allowed one attempt to sit the formal examination without following the optional courses.
STAGE 3: VTS Operator Simulator Course provides simulation exercises to assess the learning outcomes of IALA model course V-103/1.
STAGE 4: Application (supported by documentary evidence) to MCA for issue of VTS Certification Log.
STAGE 5: On-the-Job Training (OJT) Certificate of achievement of local knowledge issued by the VTS Authority. Endorsement of the VTS Certification Log by the VTS Authority on completion of OJT to IALA V-103/3 standard conducted by the VTS Authority.

Training and certification process for existing VTS Operators without acceptable marine qualifications

EXISTING VTS OPERATORS WITHOUT ACCEPTABLE MARINE QUALIFICATIONS
STAGE 1: Accreditation Of Prior Learning (APL) / Accreditation Of Prior Experiential Learning (APEL) Module 1 - Language (partial APL) Module 3 – Equipment (partial APL) Module 6 - Radio (partial APL)
STAGE 2: Assessment of Underpinning Knowledge (by formal examination) to IALA V-103/1 standards for: Module 2: Traffic Management Module 3: Equipment Module 4 - Nautical Knowledge Module 5: Communication Co-ordination Module 7: Personal Attributes Module 8: Emergency Situations Candidates may follow optional college based or distance-learning courses. Candidates are allowed one attempt to sit the formal examination without following the optional courses. VTS Radar Simulator Induction Course (70 Hours) for VTS personnel without radar based VTS watchkeeping experience and without approved radar training.
STAGE 3: VTS Operator Simulator Course provides simulation exercises to assess the learning outcomes of IALA model course V-103/1.
STAGE 4: Application (supported by documentary evidence) to MCA for issue of VTS Certification Log.
STAGE 5: On-the-Job Training (OJT) Certificate of achievement of local knowledge issued by the VTS Authority. Endorsement of the VTS Certification Log by the VTS Authority on completion of OJT to IALA V-103/3 standard conducted by the VTS Authority.

Annex 5

Training and certification process for new recruits with acceptable marine qualifications

NEW RECRUITS WITH ACCEPTABLE MARINE QUALIFICATIONS
STAGE 1: Accreditation Of Prior Learning (APL) / Accreditation Of Prior Experiential Learning (APEL) Module 1 - Language (partial APL) Module 3 – Equipment (partial APL) Module 4 - Nautical Knowledge (full APL) Module 6 - Radio (partial APL)
STAGE 2: VTS Induction Course (35 hours) provides underpinning knowledge and prepares trainees for the formal assessment of underpinning knowledge to IALA V-103/1 standards for Modules 2, 3, 5, 7 & 8. Commencement of On-the-Job Training in accordance with IALA V-103/3. Acquisition of local knowledge to standards required by the VTS Authority.
STAGE 3: VTS Operator Simulator Course provides simulation exercises to assess the learning outcomes of IALA model course V-103/1. This stage may be commenced on successful completion of the formal assessment for the underpinning knowledge.
STAGE 4: Application (supported by documentary evidence) to MCA for issue of VTS Certification Log.
STAGE 5: On-the-Job Training (OJT) Certificate of achievement of local knowledge issued by the VTS Authority. Endorsement of the VTS Certification Log by the VTS Authority on completion of OJT to IALA V-103/3 standard conducted by the VTS Authority.

Annex 6

Training and certification process for new recruits without acceptable marine qualifications

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NEW RECRUITS (CANDIDATE VTS OPERATORS)

Recommended Entry Level Qualifications:

Four GCSE / Scottish standard grade at grade C or higher including English and a physical science. Candidates entering by this route may need to complete an 'academic bridging module' to cope with the mathematical elements for career progression beyond VTS Operator level, **OR**

'A' or 'H' level maths and/or physics + 4 GCSE/ Scottish standard grade at grade C or higher including English, **OR**

An appropriate National Diploma Or Scottish National Certificate, **OR**

Other appropriate qualifications/relevant experience at the discretion of the VTS Authority.

VTS Authorities should take account of sections 4.2: Aptitude Testing, 4.3: Medical/Physical Requirements and 4.4: Personal Attributes of the Annex to IALA Recommendation V-103 when selecting and recruiting VTS personnel.

STAGE 1: VTS Basic Training Course (10 weeks)

Provides underpinning knowledge and assessment to IALA V-103/1 standards by a combination of education and training methods. Following IALA Guidelines on the assessment of training requirements for candidate VTS Personnel, MCA and the Accredited VTS Training Institutes recognise that practices, which require candidate VTS Operators to repeat learning that has been previously mastered, may be unnecessary. If required, accredited VTS Training Institutes will, in consultation with the MCA, assess trainees on a case-by-case basis and where trainees exceed the minimum entry standards the allocated training time will be reduced appropriately to reflect this.

STAGE 2: Application (supported by documentary evidence) to MCA for issue of VTS Certification Log.

STAGE 3: On-the-Job Training (OJT)

Ideally On-the-Job Training in accordance with IALA V-103/3 should commence after the basic training course but this may not always be possible due to various factors. VTS Authorities may commence OJT at the start of employment but should ensure that new recruits are supervised. OJT will include acquisition of local knowledge to standards set by the VTS Authority. The VTS Authority will endorse the VTS Certification Log on obtaining the certificate of achievement of local knowledge (issued by the VTS Authority) and completion of OJT to IALA V-103/3 standards.

Annex 7

List of Documents Required by the Accredited Training Institutes and the Competent Authority

The candidate, prior to commencing the VTS Operator Basic Training, should present the following original documents to the training institute to obtain accreditation of prior learning/ accreditation of prior experiential learning:

a) **Module 1 (Language):** GCSE level pass in English or acceptable equivalent; or for native English speakers a letter from the VTS Authority stating that the operator has an acceptable standard of English to carry out the role of a VTS Operator. For all other candidates for whom first language is other than English, either a UK Certificate of Competency or the minimum International English Language Testing Scheme (IELTS) General Training Standard as stated in Annex 10.
b) **Module 3 (Equipment):** Certificate of approved radar training; i.e., Radar Observer's Course certificate or equivalent.
c) **Module 4 (Nautical Knowledge):** STCW 95 OOW (Deck) / Class 4 Deck/ /Master (less than 500 gt) Near Coastal/Class 2 Fishing (Deck)/ Royal Navy Bridge Watchkeeping certificate or acceptable equivalent.
d) **Module 6 (VHF Radio):** GMDSS Restricted Operator's Certificate or acceptable equivalent.

In addition to the above original documents, candidates are required to submit the following to the MCA for issue of a Certification Logbook:

Completed application form and fee for issue of a VTS Certification Log.
Two passport-sized photographs, one of which is attested as specified in the application form.
Letter from the VTS Manager / Harbour Master addressed to Seafarers' Standards Branch – MCA, confirming date of commencement of employment as VTS Operator. This letter is to establish if applicant is considered as an existing VTS Operator or a new recruit.
VTS Induction Certificate where appropriate.
VTS Radar Training Certificate where appropriate.
Original Underpinning Knowledge Certificate of achievement of issued by an Accredited VTS Training Institute.
VTS Operator Basic Training Certificate (IALA V-103/1) issued by an Accredited VTS Training Institute, within the last 6 months.

Annex 8
VTS Supervisor Advancement Training

STAGE 1
Module "A" – **Optional** Underpinning Knowledge for preparation of Advancement Training Portfolio
Module "B" Advancement Training Portfolio: Development – Submission – Verification.
Module "C" **NOTE: VTS Operators with acceptable marine qualifications are exempt from this module.** Additional Underpinning Knowledge to a standard set by the UK Training and Certification Strategy: Part 1: Supervisory Management Part 2: Ship Stability & Ship Construction Part 3: Cargo Operations Part 4: Ship Handling & Manoeuvring
Module "D" Delivered as a ten-day residential course by an Accredited VTS Training Institute as recommended by IALA Model Course V-103/2 and covers the following modules: 1. Additional Nautical Knowledge 2. VTS Equipment 3. Additional Personal Attributes 4. Responding to Emergency Situations 5. Administrative functions 6. Legal knowledge
STAGE 2 Issue of Advancement Training Certificate by Accredited Training Institute on successful completion of Stage 1.
STAGE 3 Application to MCA for endorsement of VTS Certification Log Book.
STAGE 4 Completion of On-the-Job Training (OJT) in accordance with IALA Model Course V-103/3. OJT may be commenced as soon as the candidate embarks on Advancement Training.

VTS personnel certificated to IALA V-103/2

ANNEX 9

Accreditation of VTS Training Institutes

Only accredited training institutes will conduct the VTS basic and advancement training.

Accredited VTS Training institutes within the UK have taken the lead and developed training programmes that comply with the UK's Training and Certification Strategy. Accredited VTS Training Institutes underwent close scrutiny and, following extensive consultation, were accredited and their training programmes approved subject to periodic audit to IALA guidelines.

The accreditation process includes approval of the associated resources and equipment, including the VTS simulation equipment used in the delivery of the course.

Four attributes are essential in the assessment team to carry out a fair and informed assessment of the VTS personnel, namely: simulation instruction, VTS training, VTS assessment and VTS operational experience. These attributes must be contained in no less than two individuals. The student teacher ratio is an important issue and is considered by the Competent Authority during the accreditation process.

The Competent Authority is aware that training programmes may be submitted for approval in differing formats. These too will be approved if they meet the standard of Training and Certification.

Accredited VTS Training Institutes and the Competent Authority hold a national bank of questions that are used for formal examinations. This bank of questions is periodically revised and can be made available to the candidates during their training. Each of the questions has a model answer that is also held by the Accredited VTS Training Institutes and the Competent Authority. The model answers are used to ensure consistency of marking standards and are not available to the public.

ANNEX 10

English Language Standards for VTS Personnel

Recommended training hours for Module 1 (Language) of the IALA Model Course V-103/1 are set on the assumption that VTS trainees have achieved an International English Language Testing Scheme (IELTS) Level 5 or equivalent prior to commencement of training. Partial remission is awarded to native English speakers with GCSE pass in English or equivalent. However, for those candidates who do not speak English as their first language, the following conditions apply:

a) Candidates in possession of an acceptable UK Certificate of Competency may be granted partial remission as is presently given to native English speakers provided they meet the standard of English to achieve the learning outcomes of the course.

b) For all other candidates for whom first language is other than English, the following minimum IELTS General Training Standard requirement for granting partial remission of Module 1 must be achieved:

- IELTS Listening Module - Band 6.5 or higher
- IELTS General Training Reading Module - Band 6.0 or higher
- IELTS General Training Writing Module - Band 6.0 or higher
- IELTS Speaking Module - Band 6.5 or higher

The validity of an IELTS certificate is two years. If the IELTS certificate has been obtained earlier than the two-year validity period, the candidate should demonstrate evidence that he/she has maintained or improved their proficiency in English.

ANNEX 11

On-The-Job Training, Endorsement and Authorisation Process for VTS Operators and Supervisors

STAGE 1 Completion of V103/1 or V103/2 course at a training institute. Evidence of appropriate training endorsed by the MCA in the VTS Certification Log.
STAGE 2 On-the-Job Training (OJT) in accordance with IALA Model Course V-103/3 and as set out in the VTS Authority's OJT Programme and Training Record Book. *Notes:* *1. OJT may be commenced as soon as the candidate embarks on Advancement Training.* *2. Training Record Book to be signed by appropriately qualified staff.*
STAGE 3 Local Examination in accordance with IALA Model Course V-103/3
STAGE 4 VTS Certification Log endorsed by VTS Authority (to include level of service that the operator is authorised to provide).

VTS personnel authorised to act as a VTS Operator (IALA V-103/1) or VTS Supervisor (IALA V-103/2) ONLY for the VTS Centre(s) for which their VTS Certification Log has been endorsed.