Navigation: Vessel Traffic Services (VTS) - Training and Certification of VTS Personnel

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

This notice should be read in conjunction with MGN 401 on issues of VTS policy other than training. This notice replaces MGN 318.

Summary

The purpose of this guidance note is to identify the standards of Vessel Traffic Service (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.

Note: Although the advice contained in this guidance 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 Local Port Services (LPS), also receive this information. Reference should also be made to MGN 401 on issues of VTS policy other than training

1. Introduction/ Background

1.1 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 Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended, (STCW Convention) 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.

1.2 In 1997 the International Maritime Organization (IMO) Resolution A.857 (20), *Guidelines for Vessel Traffic Services* was adopted. The guidelines are associated with SOLAS V Regulation 12, and describe the principles and general operational provisions for the operation of a VTS and for the participating vessels.

1.3 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.*

1.4 Since then, model courses and Guidelines relating to the training of VTS personnel have been developed and regularly updated by IALA. The IALA standards are now recognised internationally as the primary training and certification standards for VTS personnel. A list of the current publications pertaining to VTS training is shown in MGN 401: *VTS and Local Port Services in the UK,* and are also available on the IALA website at http://www.iala-aism.org

1.5 Additionally, the Port Marine Safety Code (PMSC) and Guide to Good Practice both address the issue of training for port personnel including VTS personnel.

2.   The National Competent Authority

2.1   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.

2.2   The Maritime and Coastguard Agency (MCA), in the role of the UK National Competent Authority, is responsible for ensuring consistency of training standards and methods within the UK in accordance with the appropriate IMO and IALA Recommendations and Guidelines. The responsibilities of the Competent Authority for VTS are contained in MGN 401: *VTS and Local Port Services in the UK*, which also contains the responsibilities of 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 MCA with appropriate representation which sets, inter alia, VTS training and certification policy.

4.   Selection and Recruitment

4.1   Prospective candidates for VTS Operator training (V-103/1) should meet the minimum entry requirements as defined by the Competent/VTS Authority. The selection procedure for newly recruited VTS Operators should, at a minimum, include a medical examination, an aptitude assessment and an assessment of the personal attributes/suitability of the candidate.

4.2   Medical (Physical/Mental) Requirements
Candidates are expected to meet the medical fitness requirements set by the VTS Authority on recruitment. Evidence that these standards continue to be met will be required on revalidation of log books. It is recognised that VTS Operators or Supervisors may drop below the initial medical standard. In such cases an operator may exceptionally be approved for further service by his/her VTS Authority but any such decision should be supported by a critical review of the performance of the individual with

special regard to the impact of any impairment on the ability of the individual to provide a safe and effective VTS service. Any such individual should be subject to a more frequent review to ensure that acceptable medical standards are being maintained and an explanatory note will be required to support requests for log book revalidation.

4.3   Aptitude Assessment
Aptitude assessments should be carried out during the recruitment process. All prospective candidates should be assessed, even if they have previous maritime experience. The VTS Authority should consider appropriate personal aptitude and suitability requirements for each applicant. To assess the applicant's aptitude and suitability, different types of tests and evaluations may be used. This should include, but not be limited to;
   • interviews;
   • written tests;
   • practical tests; and
   • psychometric tests.

4.4   Personal Attributes/suitability
Personal attributes are important factors in the selection criteria. A continual assessment should be made of a candidate's suitability throughout the selection process. Candidates should as a minimum have an appropriate sense of responsibility, and show independence as well as having a willingness to co-operate with others as part of a team.

4.5   A test of the applicant regarding aptitude and suitability may include, but not be limited to, the following abilities:
   • situational awareness;
   • spatial conceptual ability:
         - assessment of the relative movement to fixed and moving objects.
   • communications skills (written and oral):
         - effective participation as a member of a team;
         - vocabulary and verbal expression capacity.
   • numerical aptitude;
   • simultaneous tasking capability (multi-tasking) :
         - ability to receive multiple inputs;
         - ability to prioritise and decide what situations require immediate action;
   • judgement and responsibility;
   • ability to take initiatives and make decisions;
   • ability to function under conditions of stress;
   • ability to work and co-operate with others as part of a team.

4.6   Any tests of the applicant regarding aptitude and suitability should be assessed for suitability, reliability and validity to ensure their relevance to the selection and recruitment of VTS personnel. Where necessary the VTS Authority should seek appropriate assistance in the selection, administration and evaluation of tests measuring aptitude and suitability.

5.   The Training Process

5.1   The UK's VTS 'Training and Certification Strategy' is the only approved route to acquire professional qualifications for VTS personnel in the UK.

5.2   VTS Operators are persons who have successfully completed the VTS Operator training course, On-the-Job Training (OJT) and received a local endorsement from their VTS authority.

6. Delivery of VTS Training

6.1 VTS training can only be provided by organisations that have been accredited by the MCA, have achieved approval of their courses through audit by the MCA in accordance with IALA guidelines, and are in possession of a valid MCA Certificate of Approval. Following initial approval, all VTS courses are subject to a 5-year audit by the MCA.

6.2 Organisations delivering VTS training, except for V103/3 OJT and in-house Refresher training for which separate requirements apply, should provide training services within the framework of a Training Management System (TMS) that fulfils the requirements of an approved Quality Management System (QMS) standard. It is important to ensure that the programme for the training and assessment of VTS personnel, is:

- able to meet and maintain the standard of competence as indicated in IALA Recommendation V-103;

- structured in accordance with the established training procedures based on clearly communicated, measurable and achievable objectives;

- conducted, monitored, evaluated and supported by trainers/assessors qualified, as a minimum, to the current Further Education qualifications;

- managed in a manner that ensures the continued development of the training courses in terms of relevancy, currency and accuracy. This includes, but is not limited to, the continued monitoring and where appropriate incorporation in training courses of:
  a) technological advances,
  b) recent developments in national and international recommendations, laws and regulations,
  c) reviews of recent accident reports, investigations, studies and other emerging trends that may have an impact upon the delivery of VTS.

6.3 A current list of VTS course dates is provided in a Marine Information Notice (MIN) published on an annual basis by the MCA.

7. VTS Operator Training

7.1 VTS Operator 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

7.2 VTS Operator training offers a variety of approaches but must meet the requirements of IALA and the MCA that trainees achieve and demonstrate competence in VTS underpinning knowledge and simulated exercises covering all eight modules.

7.3 VTS Operator training is a modular process leading to full MCA certification as a VTS Operator. Annex 1 contains a simplified flow chart of the certification process for new VTS Operators.

7.4   VTS Authorities that identify the requirement to train their personnel in accordance with the UK Training and Certification Strategy should, in the first instance, approach an accredited VTS training organisation to confirm course availability and application/entry requirements.

7.5   Full or Partial Accreditation of Prior Learning (APL) is granted for some modules. The minimum acceptable marine qualifications for full APL in IALA Model Course V-103/1 (VTS Operator) Module 4 (Nautical Knowledge) are STCW '95 Officer of the Watch (Deck) or equivalent.

7.6   VTS authorities that wish to employ candidates with marine qualifications not stated above should liaise direct with the chosen training organisation to determine whether additional training is required.

7.7   The accredited VTS training organisation and/or VTS authority will undertake an initial assessment of the candidates which will involve a review of existing qualifications, knowledge and skill to determine whether all necessary course prerequisites have been fully or partially met. In the event of any course prerequisites not being fully or partially met the accredited training organisation will provide advice to the candidate and VTS Authority on the areas in which further qualifications, knowledge, or skill are required.

7.8   Accredited VTS training organisations will assess candidates on a case-by-case basis and where candidates exceed the minimum entry standards, including those with previous nautical knowledge, they may be credited for the appropriate training and the training time reduced accordingly. Candidates who are unable to qualify for full APL in Nautical Knowledge must complete a full or partial Nautical Knowledge course dependant on their level of APL. This course will include a final assessment of the candidate's knowledge set by an accredited training organisation and conducted either at the training organisation itself, or locally, under formal examination conditions.

7.9   There are two routes for VTS Operator training and a synopsis for each is described in Annex 1: Candidates with acceptable marine qualifications and new recruits without acceptable marine qualifications.

7.10 The method by which this is achieved will vary depending on a candidate's knowledge, experience and previous training which, if properly documented, may be recognised through the awarding of Accreditation of Prior Learning (APL) and/or Accreditation of Prior Experiential Learning (APEL). Where such evidence is documented and validated, training may be adjusted to reflect both the past formal training and experience of the candidate - Competence is assessed by a combination of formal (written) examinations and an assessment of the ability to perform defined VTS tasks or duties effectively in a simulated environment.

7.11 All VTS personnel are required to meet the English Language requirement. 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.

7.12 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 they have maintained or improved their proficiency in English.

7.13 Accredited VTS training organisations will issue the following certificates on successful completion of the VTS (V-103/1) Operator training:

- VTS Nautical Knowledge certificate (if appropriate);
- VTS Induction certificate;
- VTS Operator certificate, and
- Radar/ARPA certificate (only if taken at the training organisation during the VTS Nautical Knowledge course).

7.14 VTS personnel at a Designated VTS within the UK should be in possession of a VTS Certification Logbook, for which a higher competence in English is required (IELTS Level 7 or equivalent). The MCA will issue a VTS Certification Logbook to the individual on submission of the necessary documents and fee to the MCA's Seafarer Training and Certification Branch (see Annex 4). The VTS Certification Logbook represents a history of the VTS Operator's career, containing documentary evidence of a professional qualification, a record of training, endorsements, annual assessments, refresher training and revalidation. MSF 4807 should be used to apply for VTS Operator Logbook, Supervisor, Instructor Endorsement and Revalidation.

8. On-the-Job Training

8.1 On-the-Job Training (OJT) is training and familiarisation at the VTS centre 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 local regulations and procedures. The MCA recognises that the OJT process will involve individuals learning from several sources.

8.2 VTS areas will vary, and OJT should be tailored to provide the candidate with the necessary training for their particular 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 training; however, the MCA recognises that this may not always be possible.

8.3 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 or VTS Supervisor at a VTS Centre, or Centres under the responsibility of that VTS Authority only. The endorsement will specify the grade at which the member of VTS personnel is employed (VTS Operator or VTS Supervisor) and which of the following types of service the Operator is authorised to provide:

- Information Service (INS);
- Traffic Organisation Service (TOS);
- Navigational Assistance Service (NAS).

8.4 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 MCA for approval to ensure compliance with this guidance. Personnel carrying out the OJT of VTS staff in the core VTS subjects should be qualified as a VTS OJT Instructor (see section 11 below). OJT may, however, include instruction in other disciplines from subject matter experts who may not be qualified as VTS OJTIs.

8.5 A VTS Operator or VTS Supervisor transferring to a VTS centre not identified in their VTS Certification Log Book or transferring employment to another VTS Authority is required to obtain a further endorsement to operate at that centre.

8.6 Before a VTS Operator achieves appointment as a VTS Supervisor a further process of OJT should take place to cover, at a supervisory level, the elements listed in Annex 2. Upon the successful completion of such training a further endorsement should be made in the VTS Certification Logbook reflecting that the holder is authorised to perform VTS Supervisory functions.

9. VTS Supervisor Training Portfolio

9.1 The development of a portfolio is based on a VTS Supervisor candidate examining their experiences to identify skills and knowledge acquired. A professional portfolio may be described as a structured collection of evidence of a professional's best work that is selective, reflective, and collaborative, and demonstrates a professional's accomplishments over time and across a variety of contexts.

9.2 The portfolio is an essential element of the V-103/2 Supervisor course. This must be compiled by a candidate and submitted to the chosen training organisation for checking prior to commencement of the course. When the portfolio is created a comprehensive indication of learning, cross-referenced with evidence demonstrating actual skills, knowledge, and competence related to IALA Model Course V-103/2 should be provided. A VTS Supervisor portfolio should also document a candidate's training, reflection of operational experiences and personal development as a VTS professional in addition to drawing on expertise gained elsewhere.

9.3 The recommended subject areas of a portfolio are described in annex 3 and should be regularly updated to ensure that relevant Continuous Professional Development (CPD) training and certification is recorded.

9.4 A portfolio allows a professional to analyse his/her professional practice, to gather evidence that supports identified beliefs/standards, and to develop reflective rationales that connect professional development and learning.

9.5 Building a portfolio requires planning, reflection and collection of evidence both of professional development and learning.

10. VTS Supervisor Training

10.1 A VTS Supervisor is a V-103/1 qualified VTS Operator who has successfully completed the VTS Supervisor training course, and is appropriately qualified as a VTS Supervisor, in accordance with IALA Model Course V-103/2 and holding the appropriate local endorsement.

10.2 The VTS Supervisor training course follows a modular training approach. Successful completion results in the issue of a certificate by the accredited training organisation and provides a formal qualification to VTS personnel performing one or more supervisory tasks.

10.3 Annex 2 shows the process for VTS Supervisor training and certification.

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

10.5 Successful completion of the V-103/2 Supervisor course will also provide the equivalent level of refresher training for Revalidation (see section 14).

10.6 Personnel may be recruited directly as VTS Supervisors if they can demonstrate to the VTS Authority that they have the required experience to undertake the responsibilities and duties of a VTS Supervisor. The VTS Authority should ensure that such personnel

have received VTS Operator training and any additional training as may be necessary to meet the required standards of competence for a VTS Supervisor.

11. VTS On-the-Job Training Instructor

11.1 VTS 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 organisation. The training organisation will endorse the individual's VTS Certification Logbook.

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

11.3 OJTIs 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.

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

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

12. Maintaining Standards

12.1 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 MCA 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.

12.2 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.

12.3 Continual Professional Development
VTS Authorities should provide training and development opportunities for VTS personnel to keep abreast of technological advances, policy and good working practice in VTS.

12.4 VTS Authorities are recommended to develop a programme of ongoing Continual Professional Development (CPD) to ensure that the standard of training achieved during VTS Operator/VTS Supervisor courses as well as V-103/3 OJT is maintained. CPD may consist of the following areas:
• Review and analysis of lessons learned from local VTS operations;
• Regular updates of regulatory, procedural and technological developments;
• Continual development through trips on vessels with Pilots or other stakeholders;
• Visits to allied services, adjacent VTS Centres or other similar organisations;
• Attendance and participation in relevant emergency or procedural exercises.

13. Refresher Training

13.1 VTS personnel are required to undergo VTS Refresher training every 3 years, either through a formal VTS Refresher training course conducted by an MCA accredited VTS training organisation, or in-house by an MCA approved course provided by a VTS Authority with the appropriate resources in order to achieve the refresher training standard.

13.2 A VTS Refresher training course, approved by the MCA, aims to provide professional development training to ensure that the competence, knowledge and skills of VTS personnel are being maintained and 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 on an MCA approved course at a VTS training organisation or VTS Authority.

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

- maintenance of operational standards;
- recent changes, current/emerging trends and good practice that have been identified or promulgated by the IMO, IALA, MCA, Harbour Authorities, VTS Authorities, Pilotage Associations, accredited VTS Training Organisations, etc.;
- existing and evolving technological developments that may have an impact on the VTS environment; and
- 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 VTS.

13.4 The VTS Refresher training course will evaluate a candidate's ability in the following areas as per V103/1 Operator course:
- Equipment
- Use of VHF Radio
- Personal Attributes
- Traffic Management
- Emergency Operations
- Communications Coordination

13.5 VTS Authorities adopting a process of in-house VTS Refresher training should cover the same course content as outlined for the Refresher training course in the paragraph above. This may be achieved either as a regular course or through a process of CPD to a syllabus approved by the MCA.

13.6 The VTS Refresher training programme and Training Record Book should, in the first instance, be submitted to the MCA for approval to ensure compliance with this recommendation. This process only applies to VTS Authorities conducting in-house training for their own staff. Trainers for in-house refresher training should, as a minimum, be a qualified V-103/4 OJT Instructor. However, training may be supported by instruction from subject matter experts who may not be qualified as VTS OJTIs. VTS Authorities who intend to provide refresher training to other VTS Authorities are required to obtain approval as an accredited VTS training organisation from the MCA which will, in turn, require delivery of the training by appropriately qualified staff and meeting the requirements of other VTS career courses set out at paragraph 6.2.

13.7 VTS Authorities opting for a 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

VTS 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.

13.8 Training organisations will issue a certificate on successful completion, and to an appropriate standard, 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.

14. Revalidation (Continuous Service)

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

14.2 The Revalidation process requires individuals to demonstrate the following:

a) evidence of medical fitness to the recommended requirements assessed within the last five years to include a statement by the VTS Authority of continued suitability if shortcomings against the requirements have been identified (see section 4.2);

b) evidence of CPD by successful completion of an approved VTS Refresher or VTS Supervisor training course (accredited training organisation certificate) or acceptable equivalent VTS Refresher training programme (letter of certification from VTS Authority). (Refresher training courses should have been conducted within the last three years or include a statement of justification by the VTS Authority should the frequency have been extended beyond three years to a maximum of four years);

c) evidence of continuous service at a VTS centre as a VTS Operator, VTS Supervisor or VTS Manager during the preceding 5 years. This evidence will normally be the 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 MCA 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 V-103 qualifications and practical VTS operational experience who have maintained currency in VTS through regular interaction and employment within a port designated as a VTS Authority;
- Surveyors employed by Competent Authorities with responsibilities for VTS;
- Training organisation trainers/assessors engaged in delivery of MCA approved VTS training.

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

14.4 The MCA will revalidate an individual's VTS Certification Logbook on submission of the necessary documents and fee. Further details are available from the Seafarer Training and Certification Branch of the MCA, or on the MCA website www.mcga.gov.uk

15. Revalidation (Break of Service)

15.1 A VTS Operator or VTS Supervisor 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.

15.2 On return to work the VTS Operator or VTS Supervisor will be required to demonstrate competence through successful completion of the 5-day VTS Operator simulator assessment course at an accredited training organisation. It is the responsibility of the VTS Authority to negotiate with the training organisation 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 5-day VTS Operator simulator assessment course the accredited training organisation will issue a V-103/1 VTS Operator Certificate. The VTS Authority should confirm that OJT standards have been met and the appropriate endorsement should be entered in the individual's Certification Logbook.

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

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V-103/1 Training and certification process for new entry VTSOs with acceptable marine qualifications

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

V-103/1 Training and certification process for new entry VTSOs without acceptable marine qualifications

NEW RECRUITS WITHOUT ACCEPTABLE MARINE QUALIFICATIONS
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 particular account of sections 4.2.1: Aptitude Testing, 4.4: Medical/Physical Requirements and 4.5: Personal Attributes, of the Annex to IALA Recommendation V-103 when selecting and recruiting VTS personnel*).
STAGE 1:
Assess Accreditation Of Prior Learning (APL) / Accreditation Of Prior Experiential Learning (APEL) for: Module 1 - Language
Module 3 – Equipment (Partial)
Module 4 - Nautical Knowledge* (Full)
Module 6 – Radio (Full)
*(Appropriate Nautical Knowledge instruction [to a maximum of 10 weeks] followed by final revision week with examination).
If required, accredited VTS training organisations will, in consultation with the MCA, assess candidates on a case-by-case basis and where the minimum entry standards are exceeded the allocated training time will be reduced appropriately to reflect this.
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 model course for Modules 1, 2, 3, 5, 7 and 8, ending with two written paper assessments. This stage may only be commenced on successful completion of the Nautical Knowledge course examination.
STAGE 3:
VTS Operator assessment course
Provides simulation exercises to assess the learning outcomes of IALA V-103/1 model course. This stage may only be commenced on successful completion of the Induction course examination.
STAGE 4:
Application
Application (supported by documentary evidence) to MCA for issue of VTS Certification Log.
STAGE 5:
On-the-Job Training (OJT)
Acquisition of local knowledge to standards required by the VTS Authority.
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 meet learning outcomes of IALA V-103/3 model course conducted by the VTS Authority.

V-103/2 Training and certification process for VTS Supervisor Training

STAGE 1
Underpinning Knowledge for preparation of VTS Supervisor Training Portfolio

STAGE 2
Supervisor Training Portfolio: Development – Submission – Verification.

STAGE 3
NOTE: VTS Operators with acceptable marine qualifications are exempt from this module. Additional Underpinning Knowledge to a standard set by the UK VTS Training and Certification Strategy: Part 1: Supervisory Management Part 2: Ship Stability & Ship Construction Part 3: Cargo Operations Part 4: Ship Handling and Manoeuvring

STAGE 4
Delivered as a 10-day residential course by an MCA -accredited VTS training organisation as recommended by IALA Model Course V-103/2 and covers the following modules: 1. Advanced Traffic Management 2. VTS Equipment 3. Additional Personal Attributes 4. Responding to Emergency Situations 5. Administrative Functions 6. Legal Knowledge

<u>**STAGE 5**</u>
Issue of VTS Supervisor training course certificate by accredited training organisation on successful completion of Stage 1.

<u>**STAGE 6**</u>
Application to MCA for endorsement of VTS Certification Log Book.

<u>**STAGE 7**</u>
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 Supervisor training.

Portfolio Guidance

All candidates embarking on VTS Supervisor Training are required to prepare and submit a portfolio to demonstrate their knowledge and experience prior to attending the college based residential course (STAGE 5). There are three categories of evidence that can be provided:

- Authentic Evidence / Documentation
- Reflections / Explanations
- Validation Entries / Observations

A typical portfolio will include, but not be limited to, the following information

1. Job description;
2. Personal details;
3. Curriculum Vitae;
4. VTS employment record;
5. Copies of VTS certificates;
6. Projects undertaken (if any);
7. Description of own port VTS designation;
8. Record of Continuous Professional Development;
9. Personal development including relevant courses;
10. Membership of committees and associated responsibilities.

VTS Supervisor Advancement Training is based on the IALA Model Course V-103/2. The Model Course consists of the following six modules:

Module 1: Additional Nautical Knowledge
Data used in VTS/ Marine Organisations/ Traffic & Port Management/ Dangerous Cargoes

Module 2: VTS Equipment
(Operation of equipment and systems/Maintenance procedures/Rectification of defects/Redundancy of equipment/Health & Safety requirements)

Module 3: Additional Personal Attributes
(Leadership/Communication Skills/ Stress management)

Module 4: Responding to Emergency Situations
Description and purpose of contingency plans/Implementation of contingency plans/Special circumstances/Delegation of responsibility

Module 5: Administrative Functions
Allied services/Traffic schedules/Preparation of reports (internal & external)/Performance of a VTS centre/Performance of VTS personnel

Module 6: Legal Knowledge
Legal basis for VTS in International Law/Legal liabilities and their implications to VTS/Legal liabilities and their implications to others in a VTS area/Shipping Acts and Regulations relating to VTS

Further guidance is available direct from the Accredited Training Organisations, and the UK Vessel Traffic Services Association website at http://www.ukvts.org.uk/

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

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

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 Level 5.

Module 3 (Equipment):
Certificate of approved radar training; i.e. Radar Observer's Course certificate or acceptable equivalent.

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 Watch keeping certificate or acceptable equivalent.

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:

Initial Application for candidates without marine qualifications:
Certificate of Nautical Knowledge
VTS Induction Certificate
VTS Operator Course Certificate
Radar / ARPA Course Certificate
GMDSS (GoC/RoC/LRC/VTS VHF Certificate)
Two attested passport-sized photographs
Letter from Employer confirming medical fitness & language ability (eg.ELTS level 7)

Initial Application for candidate with marine qualifications:
Evidence of Accreditation of Prior Learning
VTS Induction Certificate
VTS Operator Course Certificate
Radar / ARPA Course Certificate
GMDSS (GoC/RoC/LRC/VTS VHF Certificate)
Two attested passport-sized photographs
Letter from Employer confirming medical fitness & language ability (eg IELTS level 7)

For Applications and Endorsements for VTS Supervisors and VTS Instructors see MSF 4807.