



**Revision on the  
FIATA Validation Rules & Procedures  
for FIATA-approved Training Documents**

**- ABVT Meeting, FWC 2004  
22 Sep 2004 (0900-1030 hours)  
Convention Centre, Royal Ballroom  
Sun City, South Africa**



## FIATA Invitation for Validation

- FIATA extends invitation to NFFAs ***at least 4 months*** before HQ Sessions or FWC to all NFFA
- All Validation Applications to send to FIATA ***not later than 60 days*** prior to HQ Sessions or FWC event
- Applications received after the 60 days period will be taken into account for the following event





## Validation Procedure

- **Main Objective of Validation Procedure – to obtain a comprehensive view on training materials which will be used for delivery of Vocational Education (*manuals, syllabus, tutorials, assessment criteria*)**
- **Questionnaire** – one of the key elements for successful validation. It should be carefully completed, providing max details and relevant information
- NFFAs should have already completed **at least 2 successful runs** of their training programmes





# FIATA Validation of Training Materials

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## Validation Procedures



- Documentary Records on the 2 successful runs should be submitted to FIATA  
*(Trainees Profiles, Course Evaluation, Trainees Attendance Records, Course Summary Reports, Specimen of Exam Questions & Answers and the Summary Results)*
- Mandatory that NFFAs should conduct **at least 1 successful run per year** after FIATA Validation of their training materials



## Validation Session

- For new Validation Application, a representative familiar with the NFFAs' training structure and the course content to be delivered ***must attend*** the scheduled Validation Session during HQ Session or FWC





## Revalidation

- All validated Training Programmes ***must be re-validated*** by FIATA at max. intervals of ***4 years***
- Re-validation is also necessary if there are major changes/updates to the course content, structure or delivery, etc.
- for re-validation, physical presence is not mandatory, but highly recommended





# FIATA Validation of Training Materials

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## Re-validation

- Total Validated National Training Programme  
**= 40 from 38 countries**
- however, more than 50% of validated training programmes were validated since 1996 !
- FIATA seeks to review their training programmes to ensure its **relevancy to current developments** and **changes to the international industry practices**
- FIATA will seek the NFFAs to apply for **re-validation**





## Guidelines on Minimum Training Hours

- must be ***at least a total of 200 contact-hours***, preferably more, in order to have the sufficient depth on all the subjects mentioned in the ***“FIATA Minimum Standards (FMST) to obtain the FIATA Diploma in Freight Forwarding by Vocational Training & Examination”***







## Language Medium

- **Synopsis of the Course Materials, Curriculums and all necessary write-ups for Validation must be submitted in *English*, if the course materials and delivery is not conducted in English...**





# Thank You !

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