

[**MTC RESOLUTION NO. 5, S. 2010, October 20, 2010**]

REVISED STANDARDS AND PROCEDURES IN THE ACCREDITATION AND MONITORING OF TRAINING AND ASSESSMENT PROGRAMS CONDUCTED BY MARITIME EDUCATION AND TRAINING PROVIDERS

Section 1.0. Preamble

- 1.1 **WHEREAS**, the Maritime Training Council is committed to ensure that the requirements of the 1978 STCW Convention as amended particularly on training and assessment of seafarers, quality standards and the requirements on the use of simulators are complied with accordingly;
- 1.2 **WHEREAS**, the Maritime Training Council is likewise committed to maintain the highest standards in all maritime education and training providers conducting training and assessment activities under the authority of the Council;
- 1.3 **WHEREAS**, there is a need to update the said standards and procedures under MTC Resolution No. 03, Series of 1998 to conform with the new developments and requirements under the 1978 STCW Convention as amended with regards to training and assessment.
- 1.4 **WHEREAS**, there is a need to integrate the implementation of all standards and procedures in the accreditation and monitoring of training and assessment programs conducted by maritime education and training providers under this resolution.
- 1.5 **NOW THEREFORE**, the Maritime Training Council pursuant to Section 2 (1) and (5) of the Letter of Instruction No. 1404 dated 01 May 1984, resolve that the following Standards and Procedures is hereby adopted for implementation and to form part of the compliance to Regulation I/6, I/8, I/12, II/2, III/2 and Chapters V and VI of the 1978 STCW Convention as amended.

Section 2.0. Scope and Application. - These Standards and Procedures shall apply to all maritime education and training providers conducting training and assessment programs approved by the Maritime Training Council.

Section 3.0. Implementing Authority. - The Executive Director of the MTC Secretariat shall be responsible in the implementation of the Standards and

Procedures and shall issue the necessary implementing circulars, instructions, clarifications or interpretation thereof.

Section 4.0. Definition of Terms

- .1 *Council* refers to the Maritime Training Council created pursuant to LOI 1404;
- .2 *Executive Director* refers to the Executive Director of the MTC Secretariat;
- .3 *Maritime Education and Training Providers* refer to institutions conducting maritime training and assessment programs which are duly accredited by the Maritime Training Council;
- .4 *Convention* refers to the 1978 STCW Convention as amended;
- .5 *Code* refers to the 1978 STCW Code A and B of the Convention;
- .6 *IMO Model Courses* refers to the model courses developed by the IMO;
- .7 *Approved Program* refers to the training and assessment programs implemented by maritime training centers approved by the Council;
- .8 *Certificate of Program Accreditation* is a document issued by the Council to a maritime training center that has complied with all the requirements governing the accreditation of training programs;
- .9 *Provisional Authority* is an initial authority issued to a maritime training center authorizing the training center to conduct a particular course program for a period not to exceed one (1) year;
- .10 *Evaluation of Course Programs* refers to the processes of reviewing, inspecting, verifying, monitoring and evaluating the compliance by maritime training centers with the requirements for renewal or accreditation of a new course program;
- .11 *Conformance* refers to compliance with the requirements of the standards and procedures for the implementation of the approved course programs;
- .12 *Non-conformance* is deficiency or non-compliance with the required standards and procedures in the implementation of the approved course programs;
- .13 *Major non-conformance* is a non-conformance, which will seriously affect the quality of training resulting in non-fulfillment of the objectives and acquisition of the required skills and competence as defined and identified in the course program;
- .14 *Minor non-conformance* refers to all other deficiency which do not constitute a serious or immediate threat to the quality of training but needs to be complied;
- .15 *Quality Standards* refer to the requirements prescribed in these standards and procedures including the STCW Convention as amended and the IMO Model Courses and curricula proposed by the Council;
- .16 *Quality System* refers to the documented policies, procedures, controls and internal quality assurance reviews designed to ensure the fulfillment of the objectives of the program in accordance with the requirements of the Convention.
- .17 *In-house training* refers to training programs conducted by maritime training centers upon request of shipping companies that are not included in the list of training programs which are subject to accreditation by the Maritime Training Council (Annex I)
- .18 *Recognized Assessment System* refers to the recognition issued by the Maritime Training Council to a maritime training center's assessment

system authorizing such center to assess the competence of Filipino seafarers for the issuance of Certificate of Proficiency.

- .19 *Documentary Evidence* means documentation, other than a Certificate of Competence or Certificate of Proficiency, used to establish that the relevant requirements have been met.
- .20 *Certificate of Proficiency* refers to a certificate, other than a Certificate of Competency issued to a seafarer, stating that the relevant requirements of training, competencies or seagoing service in the Convention have been met.
- .21 *Certificate of Competency* refers to a certificate issued and endorsed for masters, officers and GMDSS radio operators in accordance with the provisions of Chapters II, III, IV or VII of this annex and entitling the lawful holder thereof to serve in the capacity and perform the functions involved at the level of responsibility specified therein.
- .22 *Assessment Guidelines* refers to the assessment instrument annexed to this Resolution which establishes the performance measures and standards based on the competence and performance objectives defined on a particular competence table or learning syllabi in the STCW Code.
- 23 *Standard of Competence* refers to the level of proficiency to be achieved for the proper performance of functions on-board ship in accordance with internationally agreed criteria as set forth in the STCW Code.
- .24 *Performance Objectives* is the list of knowledge, understanding and proficiency that represent the critical requirements for the competence of interest.
- .25 *Performance Standards* are acceptable or target levels of standards to be achieved by the observable behavior or consequence.
- .26 *Performance Measures* are observable behaviors or the observable consequences of behaviors.
- .27 *Internal Verifier* refers to a person designated in the training center to perform the functions specified in Section 9.0 of this Resolution.
- .28 *External Verifier* refers to a person designated by the Executive Director to perform the duties and functions specified in Section 10.0 of this Resolution.
- .29 *Training Completion and Record Assessment (TCROA)* is a prescribed report indicating the names of trainees who have completed the course program and demonstrated the relevant competence as certified by the qualified assessor and training director of the training center.

Section 5.0. General Provisions

- 5.1 Only maritime training providers with programs specified in Annex I and accredited under this Resolution shall conduct training.
- 5.2 Instructors, Assessors, and Supervisors of maritime training centers shall meet the qualification standards specified in Annex II.
- 5.3 Assessors shall implement accordingly the guidelines specified in Annex IV and V.
- 5.4 Certificates issued by the maritime training providers accredited under this Resolution shall be accepted as

evidence that the seafarer has met the competence requirements under the STCW Code and is entitled to be issued the necessary documentary evidence, certificate of proficiency or certificate of competency.

- 5.5 Training courses listed in Annex I which form part of the curriculum of the approved program administered by the Commission on Higher Education (CHED) or the Technical Education Skills Development Authority (TESDA) shall abide by the training and assessment standards herein provided; and the successful completion of such program shall be accepted as evidence that the graduates thereof have met the competence requirements under the STCW Code.

Section 6.0. Application for Accreditation

The application for accreditation shall be filed with the MTC Secretariat in prescribed form (Annex III).

- 6.1 A maritime training center shall file its application for any course listed in Annex I using the MTC's prescribed application form with the following attachments:
 - 6.1.1 Covering Letter stating the courses to be offered
 - 6.1.2 Form 2 – Self Assessment of Compliance to Course Program
 - 6.1.3 Form 2A – Qualification of Instructors, Assessors and Supervisors
 - 6.1.4 Form 2B – Inventory of Training Equipment
 - 6.1.5 Form 2C – Inventory of Teaching Aids/References
 - 6.1.6 Form 2D – Quality System (Quality Manuals, Procedures, Records and Forms)
 - 6.1.7 Form 2E – Checklist for the Administrative Requirements
 - 6.1.8 Form 2F – Fees to be collected per course
- 6.2 The application for accreditation shall be in accordance with Administrative Requirements prescribed (Form 2E), including the following documents:
 - 6.2.1 Securities and Exchange Commission (SEC) Certificate and Articles of Partnership in case of partnership or Articles of Incorporation in case of corporation or Department of Trade and Industry Certificate in case of single proprietorship;
 - 6.2.2 Proof of building ownership or lease contract of not less than three (3) years;
 - 6.2.3 Safety Occupancy Certificate and updated Fire Safety Clearance;
 - 6.2.4 Affidavit of Undertaking for Group Insurance Scheme

- for all trainees;
 - 6.2.5 Location Plan of training site
 - 6.2.6 Center Floor Plan (office, classroom, practical training, library plus facilities, etc.);
 - 6.2.7 Accessibility to medical services;
 - 6.2.8 Employment Contract of Instructors, Assessors and Supervisors.
- 6.3 Upon full compliance with documentary requirements, the maritime education and training providers shall be notified of the date of inspection of facilities and validation of documents. In case of deficiencies, the maritime education and training providers shall be notified accordingly.
- 6.4 The applicant maritime education and training providers shall be required to pay and submit the corresponding Official Receipt (O.R.) from OWWA for the following fees:
- 6.4.1 Filing Fee – Php250.00 per course
 - 6.4.2 Inspection Fee – Php500.00 per course
 - 6.4.3 Re-inspection Fee – Php250.00 per course
- 6.5 Any deficiency/ies noted in the application shall be complied with within thirty (30) days from receipt of the Notice of Deficiency/ies. Failure to comply with the prescribed period shall be a basis for the denial of application.
- 6.6. The applicant maritime education and training providers shall pay the required Accreditation Fee based on a Schedule of Fees (Annex VI).

Section 7.0. Training System. - The following key areas and criteria shall be complied with when conducting training. Policies, procedures and controls shall be established for each area which shall be part of the quality standards system under Section 19.

Specific Key Areas

Criteria

- 7.1 **Implementation of the Approved Course Program** – All training and assessment shall be conducted in accordance with the standards prescribed in Annex 1. It is therefore essential that maritime education and training providers must have a copy of the STCW Convention as amended and the relevant IMO model courses or MTC- developed curriculum. The objectives of the course program as stated in the IMO model course or MTC developed curriculum shall be strictly followed. The knowledge, understanding and skills