

**[ MTC MEMORANDUM CIRCULAR NO. 4, S. OF  
2002, JANUARY 31, 2002, January 31, 2002 ]**

**REVISED GUIDELINES IN THE ASSESSMENT OF SEAFARERS  
COMPETENCE IN TRAINING CENTERS IN ACCORDANCE WITH  
THE REQUIREMENTS OF RESOLUTION NO. 03, S. 1998**

1. Purpose

This Memorandum Circular shall provide guidelines and instruction in the assessment of competence of seafarers and the issuance of training certificates in accordance with the relevant provisions of Resolution No. 03, s. 1998 and Resolution No. 19, s. 2000.

2. Definition of Terms:

*2.1 Convention.* — refers to the 1978 STCW Convention as amended:

*2.2 STCW Code.* — means the Seafarers' Training, Certification and Watchkeeping (STCW) Code as adopted by the 1995 Conference Resolution 2, as it may be amended;

*2.3 Resolution No. 03, s. 1998.* — refers to the MTC Resolution on the "Revised Standards and Procedures in the Accreditation and Monitoring of Course Programmes Conducted by Maritime Training Centers;"

*2.4 Annex 1.* — refers to Annex 1 <sup>[1]</sup> of the MTC Resolution No. 03, s. 1998 which specifies the standard of training and assessment;

*2.5 Annex 2.* — refers to Annex 2 <sup>[2]</sup> of the MTC Resolution No. 03, s. 1998 that prescribes the qualification requirements for instructors, assessors and supervisors

*2.6 Assessment Guidelines.* — an assessment instrument which establishes the performance measures and standards based on the competence and performance objectives defined in a particular competence table or learning syllabi in the STCW Code.

*2.7 Standard of Competence.* — the level of proficiency to be achieved for the proper performance of functions on board ship in accordance with the internationally agreed criteria as set forth in the STCW Code.

*2.8 Performance Objectives.* — the list of knowledge, understanding and proficiency that represent the critical requirements for the competence of interest.

*2.9 Performance Measures.* — are observable behaviors of the observable consequences of behaviors.

*2.10 Performance Standards.* — are acceptable or target levels of standards to be achieved by the observable behavior or consequence.

*2.11 Record of Assessment.* — a prescribed document where the qualified assessor records the outcome of such assessment.

*2.12 Internal Verifier.* — a person designated in the training center to perform the functions specified in item 6 of the Memorandum Circular.

*2.13 External Verifier.* — a person designated by the MTC Secretariat to perform the duties specified in item 7 of the Memorandum Circular.

### *3. General Requirements*

3.1 All assessors in training centers conducting assessment of knowledge, understanding and competence of seafarers as required in Resolution No. 03, s. 1998 shall meet the requirements prescribed in Annex 2 therein;

3.2 No seafarer enrolled in a particular class shall be issued a training certificate unless he has been properly assessed and found competent under the requirements of this Memorandum Circular.

3.3 Training certificates shall bear the signature of the authorized official of the Training Center and the designated assessor who conducted the assessment.

3.4 All assessments shall be conducted in accordance with the appropriate Assessment Guide and documented the prescribed Record of Assessment (ROA). Instructions in the Assessment Guide and Record of Assessment are considered part of the Memorandum Circular.

3.5 The Record of Assessment, duly accomplished by the training center's assessor and attested by the internal verifier, shall be submitted to the MTC Secretariat within three (3) days after the conduct of assessment.

3.6 The duplicate copy of the Record of Assessment shall be kept by the Training Centers, and may be disposed only after 5 years. A unique Reference number shall be assigned to each accomplished ROA for verification purposes. This shall be made readily available when the Secretariat so requires.

3.7 Training centers may designate instructors to act as assessors provided that the following requirements are complied with:

3.7.1 The instructor maybe designated as an assessor provided that he complies with the requirements for an assessor;

3.7.2 The arrangements are provided as required under section 9.0 of Resolution No. 03, s. 1998.

3.7.3 The instructor shall not assess the trainee in his own class, except under circumstances specified in paragraph 5.3 of this circular.

3.8 An internal verifier shall be designated in training centers to perform the functions specified in item 6 of this Memorandum Circular. The role of the verifier maybe performed by the training supervisor or any official of the training center with the same qualifications as the training supervisor.

3.9 An external verifier shall be designated by the MTC Secretariat to perform the duties specified in item 7 of this Memorandum Circular.

#### *4. Obligation of Assessors:*

The designated assessor shall be:

4.1 Fully knowledgeable of the standards of competence specified in the competence table of the STCW Code for which he is the designated assessor; (e.g. an assessor in Fire Prevention and Fire Fighting must be able to apply in practical terms the specifications of minimum standards of competence in Table A-VI/1-2 of the STCW Code);

4.2 Fully knowledgeable of the general and specific learning objectives of courses which do not have the appropriate competency tables in the STCW Code, and to use such objectives as the criteria in evaluating the ability of the seafarer to perform the specified task with due regard to safety;

4.3 Familiar with the approved Assessment instrument, and the attendant instructions therefor, and the accomplishment of the corresponding Record of Assessment (ROA).

4.4 Shall be fully aware of his responsibility in preserving the integrity of documents issued under the Convention. He or she shall be accountable to the training center and the Maritime Training Council.

#### *5. Procedures*

5.1 The assessment of the trainee shall be conducted in accordance with the relevant assessment guidelines based on the competence table or course objectives indicated in Annex 1<sup>[3]</sup> of MTC Resolution No. 03, s. 1998.

5.2 Assessment shall consists of oral/written test and practical demonstration of skill or proficiency. A trainee shall only be allowed to take the practical test after he passes the oral/written test.

5.3 The oral/written test could be conducted after completion of each course topic or at the end of the classroom instruction. The written test could be administered by the class instructor, the result of which is submitted to the designated assessor for disposition.

5.4 In the practical demonstration of skills, the assessor may commence assessment during instruction on practical services. The assessor shall observe the actual performance of the trainee as indicated in the assessment guide and document such performance in the ROA. Notwithstanding the provision, time should be allotted for assessment at the end of the course.