

[MTC RESOLUTION NO. 4, SERIES OF 2005, November 23, 2005]

STANDARDS AND PROCEDURES IN THE ACCREDITATION AND SUPERVISION OF TRAINING PROVIDERS FOR THE MANAGEMENT LEVEL COURSES

WHEREAS, Regulations II/2 and III/2 of the 1978 STCW Convention, as amended, require that every candidate for certification to Management Level responsibilities shall have completed an approved education and training and meet the standards of competence specified in Section A of the STCW Code.

WHEREAS, the Maritime Training Council (Council), pursuant to Section 1 of the Letter of Instructions No. 1404 dated May 1, 1984 and Executive Order No. 242 dated May 12, 2000, is the agency responsible for the implementation of the 1978 STCW Convention, as amended.

WHEREAS, the Council is committed to maintain the highest standards and quality of maritime education and training and ensure that the requirements of the 1978 STCW Convention, as amended, are complied.

WHEREAS, the Council under Resolution No. 03, series of 2005, has adopted the revised Management Level courses for the Marine Deck and Engineer Officers as the approved education and training in accordance with the provisions of Regulations II/2 and III/2, respectively.

WHEREAS, to ensure quality of training and easy access to the mandatory education and training requirements of the aforementioned Convention for candidates to the Management Level responsibilities, the accreditation and supervision of training providers shall be opened to qualified institutions as defined in this resolution.

NOW, THEREFORE, the Council RESOLVES that the following standards and procedures in the accreditation of training providers of the approved Management Level courses are hereby adopted.

SECTION 1. Scope. This Resolution shall apply to all government and non-government institutions/organizations intending to apply for accreditation as a training provider in the conduct of education and training to candidates for certification to the Management Level responsibilities in accordance with the provisions of Regulations II/2 and III/2 of the Convention.

SECTION 2. Objective. It shall be the objective of this Resolution to provide standards and procedures for the accreditation and supervision of training providers for the Management Level courses.

SECTION 3. Definition of Terms:

3.1 Council – refers to the Maritime Training Council created pursuant to LOI 1404 and Executive Order 242 series - 2000

3.2 Executive Director – refers to the Executive Director of the MTC Secretariat

3.3 Convention – refers to the 1978 Standards of Training, Certification and Watchkeeping (STCW) for Seafarers Convention, as amended

3.4 STCW Code – refers to the Seafarers' Training, Certification and Watchkeeping Code comprising of Part A containing the mandatory standards regarding provisions of the Annex to the 1978 STCW Convention, as amended and Part B containing recommended guidance regarding provisions of the same Convention.

3.5 Accredited Training Provider – refers to government and non-government institutions or organizations accredited by the Council in accordance with the requirements under this resolution to conduct maritime education and training of candidates for certification to the Management Level responsibilities.

3.6 Operational Level – refers to the level of responsibility associated with:

- a. serving as officer in charge of a navigational or engineering watch or as designated duty engineer for periodically unmanned machinery spaces or as radio operator on board seagoing ship, and
- b. maintaining direct control over the performance of all functions within the designated area of responsibility in accordance with proper procedures and under the direction of an individual serving in the management level for that area of responsibility.

3.7 Management Level – refers to the level of responsibility associated with:

- a. serving as Master, Chief Mate, Chief Engineer Officer or Second Engineer Officer on board a seagoing ship, and
- b. ensuring that all functions within the designated area of responsibility are properly performed.

3.8 Approved Management Level Courses- refer to the approved education and training required of candidates for certification for Management Level responsibilities.

3.9 Organizations/Associations – refer to entities registered with the Securities and Exchange Commission (SEC) for specific maritime related activities, including education and training of seafarers.

3.10 Classroom Instruction – refers to the traditional mode of educational delivery in a formal setting inside the school using lectures, experiments, exercises among others as teaching methods / strategies.

3.11 Distance Education – refers to the mode of educational delivery whereby teacher and learner are separated in time and space, and instruction is delivered through specially designed materials and methods using appropriate technologies, and supported by organizational and administrative structures and arrangements

3.12 Function- refers to a group of tasks, duties and responsibilities as specified in the STCW Code.

3.13 Module- refers to a group of topics specified in each function of the course program

SECTION 4. Training Providers. The following shall be qualified to apply for accreditation as training providers:

4.1 Government and non-government institutions conducting maritime education and training; or

4.2 Maritime organizations or associations conducting education and training courses to seafarers of their members.

SECTION 5. Approving Authority. The Council shall approve the accreditation of education and training providers for the Management Level courses.

SECTION 6. Implementing Authority. The Executive Director is hereby authorized to implement the provisions of this Resolution and to sign the Certificate of Accreditation to training providers approved by the Council.

SECTION 7. General Provisions:

7.1 Only training providers duly accredited by the Council shall be recognized to conduct the approved Management Level courses.

7.2 Only certificates of training issued by accredited training providers shall be recognized for purposes of certification required under the Convention.

7.3 Training providers shall ensure that certificates of training will only be issued to candidates who have completed and passed the assessment required of the particular function/s.

7.4 A candidate shall complete the approved course program within 36 months from the time he/she started the training course.

7.5 A candidate opting to enroll by module in a function is required to complete the modules comprising the particular function in one training provider.

7.6 Candidates shall be allowed to enroll for another function in another training provider, subject to the provision of 7.5 hereof;

7.7 A candidate may complete the Management Level Course conducted thru distance education.

7.8 Candidates shall be issued corresponding certificate of completion after passing the required assessment.

SECTION 8. Application for Accreditation:

8.1 A Letter of Intent shall be submitted to the Executive Director which shall specify the following:

- 8.1.1 the MLC course/s being applied for accreditation;
- 8.1.2 legal personality of the applicant (if the applicant is a non-government entity);
- 8.1.3 commitment to comply with all the requirements provided in this Resolution;
- 8.1.4 other relevant information:

- fees to be charged per function/course
- grant or subsidies from donors, if any
- organizational structure/key officials

8.2 Only upon notification/advice from the MTC Executive Director shall an application for accreditation, accomplished in prescribed form, be filed with the Secretariat.

8.3 The application for accreditation shall be accompanied by the following documents:

- 8.3.1 SEC incorporation papers (for non-government institutions)
- 8.3.2 Sketch Plan of training site (office, classroom, practical training, etc.)
- 8.3.3 Library facilities
- 8.3.4 Safe occupancy permit
- 8.3.5 Medical services
- 8.3.6 Description of mode of delivery (e.g. classroom or distance learning)
- 8.3.7 Description of simulator equipment

8.4 After the application for accreditation has been evaluated and all the information therein have been found to be in compliance with the requirements, the applicant shall be notified of the date of inspection to verify and confirm that all information submitted are true and correct. However, if there is any deficiency found in the application for accreditation, the applicant shall be notified thereof for its corrective action. No inspection shall be conducted until all requirements are met.

8.5 The application for accreditation shall be invalidated if the applicant fails to take appropriate action on any deficiency within 30 days from receipt of the notice of deficiency.

8.6 Application for accreditation shall be by course program (deck or engineering). The titles of the approved courses for accreditation and corresponding functions are:

8.6.1 Management Level Course for Marine Deck Officers

- Function 1 - Advanced Navigation
- Function 2 - Advanced Cargo Handling and Stowage
- Function 3 -Advanced Shipboard Operation and Management

8.6.2 Management Level Course for Marine Engineer Officers

- Function 1 - Marine Engineering at the Management Level
- Function 2 - Electrical, Electronic and Control Engineering at the Management Level
- Function 3 - Maintenance and Repair at Management Level
- Function 4 - Controlling the Operation of the Ship and Care for Persons on Board at the Management Level

SECTION 9. Staff Requirements. Every training provider for the Management Level courses shall be required to have a Training Supervisor, a minimum of two (2) Instructors for each function of the course program and an Assessor for each course. The qualification requirements shall be as follows:

9.1 Training Director

- 9.1.1 At least a college graduate
- 9.1.2 With at least one (1) year background experience in maritime education and training
- 9.1.3 Familiar with the training program for the Management Level responsibilities, including instructional techniques and assessment methods and practice and the STCW Convention
- 9.1.4 Certificated in IMO Model Course 3.12
- 9.1.5 Certificated in IMO Model Course 6.09, or any of its equivalent, subject to the approval by the Executive Director.

9.2 Instructors

9.2.1 Management Level Course – Marine Deck Officer

- 9.2.1.1 At least two (2) years seagoing service as a Master onboard ships of 3,000 GT or more
- 9.2.1.2 Certificated in IMO Model Course 6.09 or its equivalent training
- 9.2.1.3 One (1) year relevant teaching experience and qualified in the task for which training is being conducted
- 9.2.1.4 Attended instructors training for Management Level course pre-scribed/recognized by MTC
- 9.2.1.5 If conducting training with the use of simulator, shall have received appropriate guidance in instructional techniques involving the use of simulators and gained practical operational experience on the particular type of simulator being used.

9.2.2. Management Level Course – Marine Engineer Officer

- 9.2.2.1 Two (2) years seagoing service as a Chief Engineer Officer on-board ships of 3,000 kW propulsion power or more.
- 9.2.2.2 Certificated in IMO Model Course 6.09 or its equivalent training
- 9.2.2.3 One (1) year relevant teaching experience and qualified in the task for which training is being conducted
- 9.2.2.4 Attended instructors training for management level course prescribed/ recognized by MTC
- 9.2.2.5 If conducting training with the use of simulator, shall have received appropriate guidance in instructional techniques involving the use of simulators and gained practical operational experience on the particular type of simulator being used.

9.3 Assessors

9.3.1 Management Level Course – Marine Deck Officer

- 9.3.1.1 Management Level Officer with at least two (2) years seagoing service in that capacity.
- 9.3.1.2 Certificated in IMO Model Course 3.12 with at least two (2) years appropriate practical assessment experience.
- 9.3.1.3. If conducting assessment with the use of simulators, shall possess appropriate certificate for conducting practical assessment with the use of such simulator.

9.3.2 Management Level Course – Marine Engineer Officer

- 9.3.2.1 Management Level Officer with at least two (2) years seagoing service in that capacity.
- 9.3.2.2 Certificated in IMO Model Course 3.12 with at least two (2) years appropriate practical assessment experience
- 9.3.2.3. If conducting assessment with the use of simulators, shall possess appropriate certificate for conducting practical assessment with the use of such simulator.

9.4 Resource Persons – The training provider shall be allowed to engage the services of other persons with established expertise on particular topic/s. The topics which can be lectured by Resource Person/s are identified in the course syllabi.

SECTION 10. Conduct of Classroom Instructions. Classroom instruction shall be conducted in accordance with the course framework, contents, timetable and course syllabus of the approved Management Level course for Marine Deck or Marine Engineer Officers.

SECTION 11. Entry Standard. The following standards shall apply:

11.1 Management Level course for the Deck Department is open to Marine Deck Officers who are holders of STCW '95 Certificates at the operational level with at least six (6) months seagoing service in that capacity

11.2 Management Level course for the Engine Department is open to Marine Engineer Officers who are holders of STCW '95 Certificates at the operational level with at least six (6) months seagoing service in that capacity.

SECTION 12. Course Intake Limitation. Trainees shall not exceed 24 in a class. Practical training using laboratory equipment or simulator shall follow the man-machine ratio as specified in the course syllabi.

SECTION 13. Standard Classroom. A Classroom shall be at least 42 square meters in area for 24 students. It shall be well-lighted, ventilated, clean and equipped with white board, OHP, multi-media equipment and tables and chairs for students.