NATIONAL ADMINISTRATIVE REGISTER · OCTOBER 20, 2010

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

MTC RESOLUTION NO. 5, S. 2010, October 20, 2010

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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

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Council refers to the Maritime Training Council created pursuant to LOI 1404;

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Executive Director refers to the Executive Director of the MTC Secretariat;

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Maritime Education and Training Providers refer to institutions conducting maritime training and assessment programs which are duly accredited by the Maritime Training Council;

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Convention refers to the 1978 STCW Convention as amended;

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Code refers to the 1978 STCW Code A and B of the Convention;

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IMO Model Courses refers to the model courses developed by the IMO;

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Approved Program refers to the training and assessment programs implemented by maritime training centers approved by the Council;

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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;

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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;

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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;

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Conformance refers to compliance with the requirements of the standards and procedures for the implementation of the approved course programs;

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Non-conformance is deficiency or non-compliance with the required standards and procedures in the implementation of the approved course programs;

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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;

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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;

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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;

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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.

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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)

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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.

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Documentary Evidence means documentation, other than a Certificate of Competence or Certificate of Proficiency, used to establish that the relevant requirements have been met.

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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.

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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.

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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.

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.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.

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

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

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Performance Measures are observable behaviors or the observable consequences of behaviors.

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Internal Verifier refers to a person designated in the training center to perform the functions specified in Section 9.0 of this Resolution.

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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.

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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

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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.

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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.

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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 which are required in the STCW Code shall be identified and incorporated into the course framework of the relevant IMO Model Course.

For a program involving simulator-based training, the provision of Regulation I/12 and Section A-I/12 must be fully considered, particularly the requirement on training procedures and the qualifications of instructors and assessors.

7.2 Qualification of Training Supervisors, Instructors and Assessors – All training supervisors, instructors and assessors who are responsible in the implementation of the particular course program shall be qualified in accordance with the requirements prescribed in Annex 2; maritime education and training providers must have programs to continuously update the competence and qualifications of these supervisors, instructors and assessors. Every training center shall be required to have at least one (1) Training Supervisor, one (1) Assessor and one (1) Instructor for each course programme. However, training centers should take note that an instructor cannot conduct the assessment of his own class for purposes of certification.

7.3 Delivery of Instructions – Instructors shall follow the prescribed course timetable, detailed teaching

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syllabus and lesson plan/instructor's guide for each particular program, and take into account the Instructor's Manual and the Guidance in the Implementation of IMO model courses, as appropriate.

7.4 Entry Standards – The entry standards as prescribed in the course programme shall be met by the intended trainees.

7.5 Course Intake Limitations – Trainees shall not exceed 24 per class but not more than 6 in each group during practical training.

7.6 Classrooms – Classrooms shall be at least 42 sq. m., preferably 6 m. by 7 m. and equipped with necessary and required facilities.

7.7. Training Equipment – The training equipment listed in the approved checklists shall be available and in working condition. Equipment other than those specified may be allowed provided they will serve the purpose in achieving the training objective.

7.8 Textbooks and Teaching Aids – The required textbooks and teaching aid prescribed in the course program shall be available; the teaching aid shall include the necessary competency tables or syllabi in the STCW Code. Substitution of textbooks may be allowed provided they serve the same purpose. Original copies of textbooks should be made available during inspection.

Section 8.0. Assessment System

8.1 Development of a Manual for the Assessment System

The maritime training providers shall be guided by the following elements and description in developing the assessment manual.

KEY ELEMENTS

DESCRIPTION

1. Scope and Coverage - Definition of the following

- Assessee

- Assessor

- Passing Candidate

- Failure Candidate

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- Training Certificates

- Retraining of Candidates

- Candidates with Incomplete Requirements

2. Assessment instrument - Policy and procedures on the delivery of the following:

- Written Test

- Practical Test

- Type of Written Test (Multiple Choice, essay, etc.)

- Course Intake Limitation during Practical Test

- Conduct of Assessment

3. Staff Development - Policy and procedures in the hiring, recruitment, designation and training of Assessors

4. Facilities and equipment - Policy and procedures in the use and maintenance of facilities and equipment required for assessment

5. Training Completion and Records of Assessment Reports (TCROA) - Policy and procedures in accomplishing, approving, certifying and submitting of TCROA which shall include personnel and other administrative arrangement

6. Payment of Fees - Policy and procedures for the payment of fees of assesses

7. Monitoring and Evaluation - Policy and procedures to be observed when undergoing verification and evaluation by the MTC External Verifier

8. Audit Reports - Policy and procedures regarding audit reports

8.2 General Requirements

8.2.1 All assessors of training centers conducting assessment of knowledge, understanding and competence of seafarers required under this Resolution shall meet the requirements prescribed in Annex 2 herein;

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8.2.2 Maritime training providers may designate class instructors to act as assessors provided that the following requirements are complied with:

8.2.2.1 The class instructor shall meet the qualification requirement for assessor;

8.2.2.2 Such arrangement shall be documented in the quality manual and appropriate methods and procedures are provided to ensure that an instructor can perform his duties as assessor;

8.2.2.3 The instructor/assessor shall not assess the trainees in his class.

8.2.3 Seafarers who have completed a training program and have passed the performance standards in Annex 4 and 5 as appropriate shall be issued a training certificate and included in the TCROA. The concerned training center shall ensure that such seafarers included in the TCROA shall have paid the required Certification Fee to the OWWA Cashier. Proof of payment shall be attached to the TCROA.

8.2.4 Accredited training centers shall also be allowed to accept for assessment the trainee whose training was conducted by other accredited training centers provided that the training has been completed within the period of five (5) years.

8.3 Qualities of Assessors

All assessors of training centers shall:

8.3.1 be fully knowledgeable of the standards of competence specified in the competence table of the STCW Code for which they are designated assessor/s (e.g. an assessor in fire prevention and fire fighting must be able to apply in practical terms the specification of minimum standard of competence in Table A-VI/1-2 of the STCW Code);

8.3.2 be 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;

8.3.3 be fully aware that his or her action to certify that a seafarer has achieved the required level of competence in a particular task, function, and responsibility has a far reaching effect in the integrity of the documents issued under the Convention.

8.4 Guidelines in Assessment

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8.4.1 The knowledge, understanding and proficiency of each candidate shall be assessed against those specified in the competence table or the objectives of the course program;

8.4.2 Candidates shall only be issued a passing mark if they have clearly demonstrated the abilities, skills, and competence required;

8.4.3 The assessment of competence shall consist of the written test involving knowledge and understanding and practical demonstration of skill or proficiency. A careful choice should be made in the type or method of the examination available. Strict attention shall be paid to the security of the test which will not be compromised in any way;

8.4.4 Written examination shall be conducted after completion of each course topic or at the end of the course program. The practical demonstration of skill or proficiency shall make use of equipment or facilities required for the course.

8.4.5 The assessment covered by specific competence tables in the STCW Code, shall be strictly conducted in accordance with specifications therein;

8.4.6 All assessment conducted shall be documented in accordance with the attached Training Completion and Record of Assessment which will be accomplished by the designated assessor.

Section 9.0. Internal Verifier. - The internal verifier of the training center shall ensure that:

- The assessors are equipped with the necessary documents, guidelines, record of assessment instrument and other tools for assessment.

- The Assessment of the trainee is carried out in accordance with established procedures.

- Only trainees who have successfully passed the written and practical tests are listed in the Assessment Report submitted to the MTC Secretariat.

- He/She assumes responsibility to the training center and to the MTC Secretariat on matters pertaining to the assessment of trainees under his jurisdiction.

The role of the internal verifier maybe performed by the Training Director or any designated official with the comparable qualifications.

Section 10.0. External Verifier. - The external verifier/s designated by the Executive Director shall:

- Check the progress of the assessment activities of accredited training centers;

- Ensure that the standard policies and procedures in assessment of competence specified under this Resolution are carried out completely;

- Submit report to the Executive Director regarding results of verification specifying the following:

3.1 List of courses per training center verified and found fully complied with.

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3.2 List of courses per training center found unable to comply.

3.3 Provide recommendation actions to be taken against non-complying training centers

- Perform other functions as directed by the Executive Director.

Section 11.0. Training Completion and Record of Assessment Report (TCROA).
- The TCROA in prescribed form (Annex IV and V) shall be submitted to the MTC within three (3) days after assessment through electronic means as far as practicable. All TCROA shall be communicated to the MTC Secretariat by electronic means.

Section 12.0. Simulator-based training/assessment. - For programs involving simulator-based training and assessment, the provision of Regulation I/12 and Section A-I/12 must be fully considered, particularly the requirement on training procedures and the qualifications of instructors and assessors.

Section 13.0. Field Inspection

13.1 Field inspection shall be conducted by an MTC Inspection Team authorized under a Special Order to verify conformance with all the pre-requisites and specific key areas and criteria. It shall involve inspection, testing of equipment, interview of personnel and checking of necessary documents; All non-conformances found shall be recorded in accordance with the procedures prescribed by the MTC;

13.2 Pre-qualified supervisors, instructors and assessors specified under Form 2A must be present during actual inspection.

13.3 A responsible official/s of the maritime training provider shall be present during the post inspection meeting to formally acknowledge the findings of the inspection.

Section 14.0. Actions to be taken by the Inspection Team

14.1 The inspection report shall include any contrary opinion by the maritime training provider regarding the findings of the inspection team which shall be noted and evaluated by the Technical Inspectors;

14.2 Re-inspection may be allowed only if warranted. An application that has been disapproved after re-inspection may be re-filed only six (6) months from the date when the same application was denied or disapproved.

14.3 The report of the Technical Inspectors shall be taken into consideration by the Accreditation Division in its recommendations to the Executive Director for appropriate action.

Section 15.0. Issuance of the Certificate of Program Accreditation

15.1 A Certificate of accreditation for a training and assessment program shall be issued by the MTC if the maritime training provider has:

15.1.1 Complied with the application procedures and the pre-requisites required in Section 6.0;

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15.1.2 Conformed with all the specific key areas and criteria required in Section 7.0 and has not incurred any non-conformance as specified in Section 16.0;

15.1.3 Complied with the frame work in the development of a manual for assessment system required in Section 8.

15.1.4 Established a quality system in accordance with the requirements in Section 21.0; and

15.1.5 have complied with guidelines in the recognition of assessment of seafarers' competence for issuance of certificate of proficiency specified under Resolution No. 04, Series of 2008

15.1.6 Paid the required Accreditation Fees as prescribed by the Council.

15.2 The certificate of program accreditation shall be valid for three (3) years from the date of issue unless sooner revoked for cause;

15.3 A Provisional Authority to conduct training may be issued if the maritime training center has fully complied with all accreditation requirements except a valid certification of its quality system. Such authority shall be valid for one (1) year and not subject to extension. A Certificate of Program Accreditation shall be granted upon compliance with the submission of evidences of having been evaluated by a recognized external quality body with required corrective action for major non conformances, if any, within the one (1) year provisional period;

15.4 A Provisional Authority may be granted only once. A provisionally authorized maritime training provider that fails to secure full accreditation within the prescribed one year period may be allowed to reapply for a certificate of a program accreditation upon compliance with all accreditation requirements, including the submission of evidences of having been evaluated by a recognized external quality body with required corrective action for major non conformances, if any.

Section 16.0. Responsibilities of maritime training providers with Certificate of Program Accreditation. - Concerned maritime training providers shall:

16.1 Abide with all lawful instructions, orders or directives of the MTC;

16.2 Conduct training and assessment only at the venue approved by the MTC;

16.3 Continuously monitor training and assessment activities and ensure that corrective actions are taken on deficiencies noted by MTC within thirty (30) days. Towards this end, ensure that corrective actions are instituted in respect to non-conformances;

16.4 Immediately stop conducting training for a particular course program upon receipt of order from MTC as a result of deficiencies and/or violations found after proper investigation;

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16.5 Allow entry and conduct of announced or unannounced inspection/monitoring activities by the inspectorate provided they show the proper written authority;

16.6 The maritime training provider shall inform the Maritime Training Council of any agreement entered into with any maritime school or training vessel operator on the conduct of accredited training programs and submit a copy of the Memorandum of Agreement. The MOAs should be consistent with the existing MTC policies;

16.7 Ensure the safety and security of the trainees during the conduct of training programs;

16.8 Ensure trainees are physically and medically fit prior to taking of hazardous/ strenuous training courses. (e.g., fire fighting, personal survival courses and other shipboard training programs);

16.9 Ensure that training in any course shall not exceed eight (8) hours a day;

16.10 Submit to the MTC Secretariat the following reports:

16.10.1 Enrolment Report on or before the start of training using the prescribed form;

16.10.2 Course Completion Report one (1) week after completion of the course program using the prescribed form;

16.10.3 Incident report involving any trainee during training dates within 3 working days;

16.10.4 Findings of external auditors;

16.10.5 Training Completion and Record of Assessment (TCROA) report;

16.11 Attend briefing or orientation seminars that the MTC may conduct or hold for maritime training provider.

Section 17.0. Renewal of Certificate of Program Accreditation

17.1 Application for renewal of certificate of program accreditation shall be filed at least six months before the expiration of the original certificate.

17.2 The Certificate of Program Accreditation shall be renewed if:

17.2.1 The maritime training provider maintains its compliance with prescribed standards;

17.2.2 All deficiencies or non-conformances found during the unannounced inspection or monitoring have

been corrected;

17.2.3 The quality system is maintained and the latest audit report is submitted to the MTC Secretariat;

17.2.4 The maritime training provider is in good standing at the time of renewal of accreditation;

17.2.5 Required fees have been paid;

17.3 Maritime training providers whose certificate of program accreditation have expired and have not been renewed within the prescribed period shall desist from conducting training.

Section 18.0. Assessment of Trainees in Recognized Training and Assessment Centers. - Seafarers who have completed training within five (5) years before the effectivity of this Resolution in any of the following programs: Basic Safety Training, Proficiency in Survival Craft and Rescue Boat, Advanced Training in Firefighting, Medical First Aid, Medical Care, in any accredited maritime training provider, may apply for assessment for certification in any other recognized maritime training and assessment center.

Section 19.0. Grounds for Suspension/Revocation of Accreditation. - Non-compliance with any provision of Sections 7 and 8 of this Resolution shall be a ground for suspension/revocation of accreditation as the case may be. Without prejudice to the application of procedures in the administrative investigation of maritime training provider for violation of training and assessment standards and corresponding table of penalties as prescribed and approved by the Council.

Section 20.0. Non-conformances

20.1 The following shall be considered as major non-conformance when evaluating/ monitoring the programs in accordance with the specific key areas and criteria required in Section 7.0:

20.1.1 Total disregard of the standards set out in Annex 1 or using other curricula not authorized by the Council

20.1.2 The training supervisors, instructors and assessors for the particular program do not meet the qualification standards prescribed in Annex 2;

20.1.3 There are no written policies and procedures regarding the methods and media of delivery of instructions;

20.1.4 Trainees not qualified to take the course are enrolled without any valid reason;

20.1.5 There is overcrowding of trainees in a classroom or the total number of enrolled trainees is not proportionate to the teaching staff, resources or facilities of the training center;

20.1.6 Classrooms are ill-equipped and the size cannot accommodate the overall number of students in a class;

20.1.7 The required training equipment, textbooks and teaching aid are lacking or incomplete such that these will seriously affect the quality of training;

20.1.8 There is no written policy and procedures in the implementation of the assessment standards;

20.1.9 There is no quality system.

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20.2 All other deficiencies not covered by the above shall be considered minor and shall not necessarily affect the application for accreditation.

All compliance to deficiencies should be corrected and submitted to the MTC Secretariat within thirty (30) days from the time it was officially communicated otherwise, the application for accreditation or renewal thereof, as the case maybe, is deemed denied.

Section 21.0. Quality System

21.1 General Requirement:

21.1.1 Maritime training providers shall establish a quality system to ensure the achievement of the objectives of the course program, the acquisition of knowledge, understanding and skills appropriate to the examination and assessment required under the Convention, including the qualification of instructors, assessors and supervisors.

21.1.2 The quality system shall contain elements regarding institutional policies, management responsibilities, systems and procedures, cannot function, internal quality reviews and arrangement for external evaluation.

21.1.3 The quality system shall demonstrate that the specific key areas and criteria provided in Section 7.0 and the administrative requirements are continuously complied with.

21.1.4 The quality system shall be evaluated at least once a year by a recognized external quality body which shall verify and/or certify that:

(i) the quality system addresses compliance of all the requirements of the specific key areas and criteria set out in Section 7.0 and 15.0;

(ii) all internal management control and monitoring measures and follow-up actions comply with planned arrangements and documented procedures and are effective in ensuring achievement of the defined objectives;

(iii) the results of each external evaluation are documented and brought to the attention of the responsible officials of the training center; and

(iv) timely action is taken to correct the deficiencies.

21.2.5 The verification or certification by the certifying body under Section 20.1.4 shall be accepted by the Council as one of the basis of issuing the certificate of accreditation.

21.1.6 All quality systems should be documented in a quality manual.

21.2 Key elements of the Quality System:

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21.2.1 Quality Policy – an expressed policy regarding quality and the means this policy is implemented. It shall include a commitment by the maritime training provider to the achievement of its stated aims and objectives and to the consequent recognition by the relevant accrediting or quality standards authority;

21.2.2 Management Responsibility – refers to the management functions that determine and implement the quality policy, relating to aspects of the work which impinge on the quality of what is provided, including provisions for determining progression within the course program;

21.2.3 Quality System – coverage of the training and administrative organizational structure, responsibilities, procedures, processes and the resources of staff and equipment;

21.2.4 Quality Control – functions to be applied to the teaching, training and assessment activities, and to their organization and implementation, in order to ensure fitness for their purpose and the achievement of the defined objectives;

21.2.5 Internal Quality Review – monitoring the extent to which the training center is achieving the objectives of the training program it is conducting, and is effectively maintaining the quality control procedures which it employs;

21.2.6 External Quality Evaluation – arrangements made for periodic external evaluation required under paragraph 2 of Regulation I/8 of the STCW Convention.

21.3 Independent External Entity:

21.3.1 The independent external evaluating entity/qualified person who are not involved in the activity concerned shall be a recognized quality standards entity on training and or education.

21.3.2 In the event that the above are not available or feasible, the Council shall take measures to provide facilities for this purpose.

Section 22.0. Review and Monitoring Arrangement

22.1 The Secretariat shall:

22.1.1 Periodically review the standards and procedures to ensure their effectiveness and relevance in attaining the objective of providing the highest standard of quality training.

22.1.2 Regularly monitor the training and assessment activities of the maritime training provider vis-à-vis their compliance with standards and procedures.

Section 23.0. Directory of Accredited Programs offered by Maritime Training Providers and Registry of Graduates

23.1 The MTC Secretariat shall maintain, update and publish a directory of accredited training programs conducted by maritime training providers.

23.2 Likewise, the MTC Secretariat shall maintain a registry of seafarers trained in programs accredited or authorized under the revised standards and procedures, as amended.

Section 24.0. Transitory Provisions

24.1 Certificates of Program Accreditation issued by the Council to training centers to conduct training courses pursuant to Resolution No. 03, Series of 1998 shall remain valid until the date of expiry;

24.2 Thereafter, the accreditation of all training and assessment programs shall be in accordance with the revised standards and procedures provided for under this Resolution;

24.3 The Secretariat is directed to issue the necessary guidelines to implement this Resolution.

Section 25.0. Repealing Clause. - All issuances inconsistent with this Resolution are hereby superseded, repealed or amended accordingly.

Section 26.0. Effectivity. - This Resolution shall take effect fifteen (15) days after its publication in the Official Gazette or in any newspaper of general circulation, whichever is earlier.

Adopted: 20 October 2010

APPROVED:

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Undersecretary, Department of Labor and Employment

Presiding Officer, Maritime Training Council

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