

STANDARD ACCREDITATION EVALUATION AND CLASSIFICATION OF MTC ACCREDITED TRAINING CENTERS

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In order to determine the classification standing of maritime training centers in terms of their compliance to the MTC prescribed accreditation standards for a particular course, the following criteria and procedures shall be strictly observed:

A. Criteria

Weight Percentage

1. Physical facilities

1.1. Training sites and structures

20%

1.2 Training aids, equipments and materials

20%

1.3 Library facilities and reference materials

20%

1.4 Administrative and training staff

20%

1.5 Curriculum and Plan of Instructions

20%

100%

2. Training Administration

Training center shall be given full credit as indicated below if it does not commit the following:

2.1 Non-improvement of training facilities

20%

2.2 Offering course(s) without permit or expired permit

20%

2.3 Issuance of training certificates without or less attendance required of the course

20%

2.4 Conducting training outside the place other than authorized in the permit

20%

2.5 Charging training fees less or more than MTC prescribed training fees

20%

100%

B. Procedures:

1. Evaluated ratings of physical facilities shall be determined objectively on the basis of the results of actual inspection according to the MTC standard check-off list (accreditation instrument) for a particular training program. The total of the ratings (percentages) of the above 5 major items shall be divided by 2 in order to get the average in percentage weight of the physical facilities.
2. Likewise the ratings in the Training Administration shall also be computed according to the track record of concerned training center by adding the total ratings (percentages) of the above 5 major items to get the average in percentage weight of the Training Administration.
3. The total/sum of ratings of the Physical Facilities and the Training Administration shall be the final grade of the training center in a particular training program/course.

C. Classification of training centers:

1. The classification of training centers in a particular training program shall be categorized according to their final grade.
2. Final Classification shall be based on the following categories corresponding to the final grades as indicated:

Class/Category

Grade/Rating

A

95 — 100%

B

85 — 94%

C

75% — 84%

Classification shall be made for each courses(s) offered in order to identify weakness and strength of training centers in offering their MTC accredited training program. The classification shall also serve as reference guide to maritime sectors in patronizing reputable training centers.

Likewise this standard shall be used as the basis of evaluating the overall rating of a particular training program or course being offered as an In-company training program or for accreditation and/or renewal of training permit.

Adopted: 1 Mar. 1995

(SGD.) MA. NIEVES R. CONFESOR

Secretary

Department of Labor and Employment

Chairperson

Maritime Training Council

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