

REVISED STANDARDS AND PROCEDURES IN THE ACCREDITATION AND MONITORING OF COURSE PROGRAMS CONDUCTED BY MARITIME TRAINING CENTERS

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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 and quality of training in all training centers conducting training and assessment activities under the authority of the Council;

1.3 WHEREAS, the existing standards and procedures in accrediting and monitoring the course programs conducted by maritime training centers is governed by MTC Resolution No. 04, Series of 1995 as implemented by Memorandum Circular No. 05, Series of 1995 and Memorandum Circular No. 01, Series of 1996, the latter revised by Memorandum Circular No. 07, Series of 1996;

1.4 WHEREAS, there is a need to update the said standards and procedures to conform with the new requirements under the 1978 STCW Convention as amended;

1.5 NOW, THEREFORE, the Maritime Training Council pursuant to Section 2(1) and (5) of the Letter of Instruction No. 1404 dated 1 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 and I/12 of the 1978 STCW Convention as amended.

SECTION 2.0. Scope and Application

These Standards and Procedures shall apply to all training centers conducting training programs prescribed and approved by the Maritime Training Council.

SECTION 3.0. Implementing Authority

The Executive Officer 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, including the formulation of the quality manual;

SECTION 4.0. Definition of Terms

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

.2 Executive Officer refers to the Executive Officer of the MTC Secretariat;

.3 Maritime Training Centers refer to institutions conducting maritime training 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 STCW Code A and B of the Convention;
- .6 IMO Model Courses refers to the model courses developed by the IMO;
- .7 Approved Course Program refers to the training courses or programs implemented by maritime training centers approved by the Council;
- .8 Certificate of Accreditation is a document issued by the Council to a maritime training center after all the requirements governing the accreditation of a course program are completely complied;
- .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 programmes;
- .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 deficiencies 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.

SECTION 5.0. General Provisions

- 5.1 A maritime training center conducting course program/s prescribed under the Standards and Procedures should be a holder of Certificate of Accreditation for the particular course program or Provisional Authority prior to conduct any training.
- 5.2 Conducting training without the appropriate Provisional Authority or Certificate of Accreditation shall not be recognized. Likewise, all training certificates issued by training centers as proof of compliance with the requirement of the STCW Convention or as required under the standards shall not be honored.
- 5.3 Training centers may be allowed to conduct non-STCW mandated coursers subject to the applicable requirements. (listed in Annex 1*)

SECTION 6.0. General Procedures

- 6.1 Before a maritime training center files an application for accreditation of any course listed in Annex 1, a letter

of intent shall be submitted to the Secretariat, which shall state the course/s to be accredited and other information which may be considered relevant. However, programs to be conducted with shipboard component or simulator-based training programs shall be specified by the applying training center;

6.2 Only upon acknowledgment of the letter of intent by MTC shall the maritime training center file its letter of application;

6.3 The application shall be accomplished in the prescribed forms;

6.4 After the requirements are fully complied with as determined by a pre-inspection evaluation of the documents submitted, the training center shall be notified of the date of inspection to verify and confirm conformance; likewise, the training center shall be notified of the deficiencies found during the pre-inspection evaluation;

6.5 The application for accreditation shall be denied if the training center would fail to comply with the requirements after 30 days from receipt of the notice of deficiency/ies.

SECTION 7.0. Pre-requisites for Accreditation

Before the application for accreditation of a course program shall be considered for evaluation, the following shall be established in accordance with the existing government regulations:

7.1 The legal authority to conduct training; (in the case of corporation, Security and Exchange Commission articles, in the case of single proprietorship, registration from the Department of Trade and Industry)

7.2 Safe occupancy of all buildings and structures used or occupied for training and related services;

7.3 Compliance with safety regulations required by the government as prescribed under MTC Memorandum Circular No. 04, Series of 1996;

7.4 Measures to ensure the personal safety of trainees enrolled in hazardous training, including provision of a 'group insurance scheme;

7.5 Accessibility to medical services at the training sites and classrooms as prescribed under MTC Memorandum Circular No. 04, Series of 1996;

7.6 Library facilities;

7.7 Plan of training site (office, classroom, practical training)

7.8 Certification of ownership of building or lease contract.

7.10 Administrative Requirements as prescribed under MTC Memorandum Circular No. 18, Series of 1996.

SECTION 8.0. Quality Standards

Training

8.1 The approved course titles, training and assessment standards are shown in Annex 1. Courses not listed in said Annex may be accredited under the standards and procedures provided that such courses shall first be approved;

8.2 The IMO Model Courses or MTC course programs as indicated in the above Annex shall be the training standards to be used. Training centers shall incorporate the knowledge, understanding and skills required in the Convention to each particular IMO Model Course being implemented. Such inclusion shall be manifested in the course outline, specific learning objectives, instructors guide and the course timetable;

8.3 The training objectives as defined under each particular course program and the related standard of

competence as provided for in the Code shall be strictly observed.

8.4 Unless expressly provided, the course framework, course outline, course timetable, detailed teaching syllabus, instructors guide/lesson plan and the methods of assessing competence as provided for in each IMO-model course or MTC curriculum shall be complied with accordingly, any deviations thereof must be justified.

Assessment

8.5 The evaluation of knowledge, understanding and skills of trainees shall be conducted in accordance with the requirements in column (4) of Annex 1.

8.6 Written policies and procedures shall be established for this purpose.

Simulator-based training/assessment

8.7 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.

SECTION 9.0. Specific Key Areas and Criteria

The following specific key areas and criteria shall be complied with when conducting training and assessment activities. Policies, procedures and controls shall be provided for each key area and shall be the basis in the conduct of day-to-day activities.

Specific Key Areas

Criteria

9.1 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 training centers 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.

9.2 Qualifications 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; training centers must have programs to continuously update the competence and qualifications of these supervisors, instructors and assessors.

9.3 Delivery of Instructions

Instructors shall follow the prescribed course time table, detailed teaching syllabus and lesson plan/instruction guide for each particular program, and take into account the Instructors Manual and the Guidance in the implementation of IMO model courses, as appropriate.

9.4 Entry Standards

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

9.5 Course Intake Limitations

Trainees shall not exceed 24 per class but not more than 6 in each group during practical training.

9.6 Classrooms

Classrooms shall be 42 sq. m. for 24 trainees and equipped with necessary and required facilities. The number of classrooms must be proportional to the number of trainees.

9.7 Training Equipment

The training equipment listed as requirements for the course programs 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.

9.8 Textbooks and Teaching Aids

The required textbooks and teaching aids prescribed in the course program shall be available; the teaching aids shall include the necessary competency tables or syllabi in the STCW Code. Substitution of textbooks may be allowed provided they serve the same purpose.

9.9 Assessment of Trainees

All trainees, before being issued a training certificate as documentary evidence, shall be assessed on achieving the

required standard of competence for the particular course program in accordance with the methods and criteria provided in Annex 1. The training certificate shall be in accordance with the prescribed format.

9.10 Quality Systems

The quality system must be documented in a quality manual addressing the requirements of these standards and procedures. It shall cover all course programs being accredited particularly those which are mandatory under the Convention.

SECTION 10.0. Documents to be accomplished

10.1 The Executive Officer shall prescribe the forms to be accomplished and the procedures of evaluating the information submitted.

SECTION 11.0. Fees

11.1 A filing fee of P250.00 shall be paid by the training center to the OWWA thru the Secretariat;

11.2 Fees shall be collected based on the Table of Fees under MTC Resolution No. 02, Series of 1996 and Resolution No. 03, Series of 1997. Payment shall be made in accordance with the procedures prescribed by the Secretariat;

SECTION 12.0. Field Inspection

12.1 Field inspection shall be conducted by inspection team to verify conformance with all the prerequisites and specific key areas and criteria. It shall involve inspection, testing of equipment, interview of personnel and checking of necessary documents;

12.2 All non-conformances found shall be recorded in accordance with the procedures which shall be prescribed by the MTC.

12.3 Findings of the inspection team shall be made known to the responsible officials of the training center. A post inspection conference with such officials shall be conducted immediately after the inspection.

12.4 Any contrary opinion by the training center regarding the findings of the inspectors shall be noted. However, such findings shall remain valid until decided otherwise;

12.5 The report of the field inspectors shall be reviewed by the Technical Working Group and submit its recommendations to the Executive Officer.

SECTION 13.0. Non-conformances

13.1 The following shall be considered as major non-conformance when evaluating/monitoring the course program in accordance with the specific key areas and criteria required in section 9.0:

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

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

13.1.3 There are no written policies and procedures regarding the methods and media of delivery of

instructions.

13.1.4 Trainees not qualified to take the course are enrolled without valid reason.

13.1.5 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.

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

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

13.1.8 There is no written policy and procedures in the implementation of the assessment standards.

13.1.9 There is no quality system.

13.2 All other deficiencies not covered by the above shall be considered minor and shall not necessarily affect the application for accreditation provided that such deficiencies are corrected within 30 days from the time it was officially communicated.

SECTION 14.0. Quality System

14.1 General Requirements:

14.1.1 Training centers 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.

14.1.2 In establishing a quality system, the relevant provisions of Section B-I/8 of the Convention should be taken into account.

14.1.3 The quality system shall contain elements regarding institutional policies, management responsibilities, systems and procedures, control function, internal quality reviews and arrangement for external evaluation.

14.1.4 The quality system shall demonstrate that the specific key areas and criteria provided in section 9.0 and the administrative requirements are continuously complied with.

14.1.5 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 key areas and criteria set out in sections 7.0 and 9.0.

(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.

14.1.6 The verification or certification by the certifying body under section 14.1.5 shall be accepted by the Council as one of the basis of issuing the certificate of accreditation.

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

14.2 Key elements of the Quality System:

14.2.1 Quality Policy — an expressed policy regarding quality and the means this policy is implemented. It shall

include a commitment by the training center to the achievement of its stated aims and objectives and to the consequent recognition by the relevant accrediting or quality standards authority;

14.2.2 Management Responsibility — refers to 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;

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

14.2.4 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;

14.2.5 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;

14.2.6 External Quality Evaluation — arrangements made for periodic external evaluation required under para 2 of Regulation I/8 of the STCW Convention.

14.3 Independent External Entity:

14.3.1 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.

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

SECTION 15.0. Review and Monitoring Arrangement

15.1 The Secretariat shall:

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

15.1.2 Regularly monitor the training and assessment activities of the training center vis-a-vis its compliance with the standards and procedures.

15.1.3 Network with other appropriate government agencies to review and verify the effectiveness of these standards and procedures in accordance with Section A-I/8 of the Code.

SECTION 16.0. Certificate of Accreditation

16.1 A certificate of accreditation to a course program shall be issued by the MTC if the training center has:

16.1.1 Complied with the application 6.0 procedures and the pre-requisites 7.0 required in sections 6.0 and 7.0. respectively;

16.1.2 Conformed with all the specific key areas and criteria required in section 9.0 and have not incurred any major non-conformance as specified in section 13.1.

16.1.3 Paid the required fees; and

16.1.4 Established a quality system in accordance with the requirements in section 14.0.

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

for cause.

16.3 Before the issuance of the certificate of accreditation, a provisional authority to conduct training for a course program may be issued if the maritime training center has fully complied with sections 16.1.1, 16.1.2 and 16.1.3. Such authority shall be valid for one (1) year unless sooner revoked;

16.4 Provisional authority issued under section 16.3 for mandatory STCW course contained in Annex 1 shall not be renewed.

SECTION 17.0. Renewal of Certificate

17.1 Filing of application for renewal of accreditation shall be done at least six (6) months before the expiry date of the certificate;

17.2 In case of non-filing of application for renewal before the prescribed period, the training conducted after the validity of accreditation and the training certificates issued in connection thereof shall not be recognized by concerned government agencies;

17.3 The application for renewal of accreditation of a course program shall only be considered if:

17.3.1 the quality system is maintained in accordance with Section 14.0; and

17.3.2 all deficiencies or non-conformities found during re-inspection or monitoring on the training program by the MTC inspectorate are corrected.

SECTION 18.0. Responsibilities of Training Centers Holding an Authority or Certificate of Accreditation

18.1 The maritime training center shall immediately desist from conducting training for a particular course program if a major non-conformance is discovered during an internal audit, external audit or inspection from authorized representatives of the Maritime Training Council, and if such non-conformance is not immediately corrected.

18.2 The maritime training center shall ensure that corrective actions are in respect to non-conformances.

18.3 The maritime training center shall submit the following report forms

- a) list of enrollees on or before the start of the training period.
- b) list of trainees with certificates in accordance with the prescribed "Graduate Report Form".
- c) any incident reports relative to training.

18.4 The maritime training center shall ensure that trainees are in possession of valid medical examination attesting to their medical and physical fitness prior to taking of hazardous/strenuous training courses. (e.g. fire fighting, personal survival courses and other shipboard training programs).

18.5 The maritime training center shall conduct training only at the venue duly authorized by the Council.

18.6 The maritime training center shall inform the Maritime Training Council on any agreement entered with any maritime school or training vessel operator on the conduct of accredited training programs.

SECTION 19.0. Grounds for Denial, Disapproval or Revocation of an Authority or Certificate of Accreditation

19.1 Failure of the training center to:

- a) file a letter of intent

b) comply with all the prerequisites for accreditation per Section 7.0

c) pay required fees

19.2 Major non-conformance in any of the specific key areas and criteria in section 9.0 of the standards and procedures or misrepresentation of Information in the self-assessment form submitted in the application.

19.3 Non-compliance by the maritime training centers of the established policies and procedures in their quality system.

19.4 Failure to correct the minor non-conformities noted in earlier inspections or audit conducted.

19.5 Failure to comply with the provisions of Section 18.0

SECTION 20.0. Directory of Accredited Training Programs, Register of Training Seafarers

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

20.2 Likewise, the MTC Secretariat shall maintain a register of seafarers trained in programs accredited or authorized under the revised standards and procedures.

SECTION 21.0. Effectivity

The Standards and Procedures shall take effect fifteen (15) days after publication in any newspaper of general circulation or in the official gazette.

SECTION 22.0. Transitory Provisions

22.1 Permits issued by the Council to training centers to conduct training courses pursuant to Memorandum Circular No. 01, series of 1996 as revised by Memorandum Circular No. 07, series of 1996 shall remain valid until the date of expiry;

22.2 Thereafter, no permits shall be issued and the accreditation of course programs shall be in accordance with the standards and procedures; and,

22.3 Maritime training centers holding valid permits and has complied with the requirements on the quality system under the revised standards and procedures may be issued a Certificate of Accreditation as appropriate. Provided, however, that holders of such permit shall apply for accreditation under said revised standards.

22.4 Validity of Training Certificates.

SECTION 23.0. Repealing Clause

All issuances inconsistent with the herein provisions are hereby superseded or amended accordingly.

Approved:

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and Chairman, Maritime Training Council

(SGD.) ANGEL C. ALCALA
Chairman, Commission on Higher Education

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Attested to:

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Acting Executive Officer

[*] Text available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City.

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