

Republic of the Philippines
Department of Transportation and Communications
MARITIME INDUSTRY AUTHORITY
STCW OFFICE

STCW Circular No. 2016- 12

TO: ALL SEAFARERS, MARITIME INDUSTRY STAKEHOLDERS, MARITIME HIGHER EDUCATION INSTITUTIONS, MARITIME TRAINING INSTITUTIONS, PORT STATE CONTROL, AND OTHER ENTITIES AND INDIVIDUALS CONCERNED

SUBJECT: GUIDELINES ON TRAINING AND ASSESSMENT OF SEAFARERS BY DISTANCE LEARNING AND E-LEARNING IN ACCORDANCE WITH THE PROVISIONS OF REGULATION I/6 OF THE 1978 STCW CONVENTION, AS AMENDED

Pursuant to Republic Act 10635 and its Implementing Rules and Regulations (IRR), the 1978 International Convention on Standards of Training, Certification and Watchkeeping (STCW), as amended, the following rules shall be adopted:

1. OBJECTIVES

To prescribe the guidelines in compliance with the requirements of Regulation I/6 of the 1978 STCW Convention, as amended, on the training and assessment of seafarers by distance learning and e-learning.

2. COVERAGE

This circular shall cover the development and conduct of training and assessment of seafarers by distance learning and e-learning.

3. DEFINITION OF TERMS

For the purpose of this Circular, in addition to the terms defined under STCW Circular No. 2014-01 and other relevant STCW circulars, the following terms are defined as:

- .1 "Distance learning and e-learning" refers to the conduct of maritime education and training where the instructor and student are physically separated by time and space.
- .2 "Receiving technology" refers to the hardware and software associated with a learner

- .3 "SCORM" or Sharable Content Object Reference Model refers to the standards for web-based electronic educational technology supported by a learning management system.

4. GENERAL PROVISIONS

- .1 The conduct of training by distance learning and e-learning programme shall:
- .1.1 be provided by Maritime Training Institution and Maritime Higher Education Institution's course duly approved and accredited by the Administration;
 - .1.2 be suitable for the selected objectives and training tasks to meet the level of competence for the subject covered;
 - .1.3 have clear and unambiguous instructions for the trainees to understand the operations of the programme;
 - .1.4 provide learning outcomes that meet all the requirements to underpin knowledge and proficiency of the subject;
 - .1.5 enable the trainee to systematically reflect his learnings through self-assessment and instructor-marked assignments; and
 - .1.6 provide professional tutorial support through telephone, facsimile or e-mail communications.
- .2 The conduct of assessment of the trainee's progress and achievements by distance learning and e-learning shall:
- .2.1 clearly provide information to the trainees on the way the tests and examinations are conducted and how the results are communicated;
 - .2.2 use test questions that are comprehensive and will adequately assess the trainee's competence appropriate to the level being examined;
 - .2.3 ensure questions that are up to date;
 - .2.4 prescribe the conditions where the examinations can take place and the procedures for invigilation to be conducted;
 - .2.5 secure procedure that will prevent cheating;
 - .2.6 secure validation procedures to record results for the benefit of the administration; and
 - .2.7 embed modular and summative examinations in the learning management system. However, a final examination and assessment

shall be conducted on the approved and registered centers of the institutions and conducted in the presence of accredited assessors.

5 INSTRUCTORS AND ASSESSORS

- .1 Instructors and assessors must be appropriately qualified and experienced for the particular types and level of trainings or assessments of competence of seafarers, as required under the Convention;
- .2 The requirements of STCW Circular 2014-04, as amended, shall be observed and must be included in the quality system of the training provider; and
- .3 Instructors must undergo a relative training on the effective and efficient use of the distance learning and e-learning platform employed.

6 SECURITY AND INTELLECTUAL PROPERTY

- .1 The e-learning system should be secured from tampering and attempts to hack into the system;
- .2 SCORM compliant or certified by an IT certification system; and
- .3 Secure against unauthorized access or accidental loss.

7 RESPONSIBILITIES OF THE COMPANY

Companies should ensure that a safe learning environment is provided and that there is sufficient time and means provided to enable the seafarer to study.

8 DELIVERY INFRASTRUCTURE

- .1 The delivery of distance education through a fixed connection; or
- .2 A mechanism to allow the seafarer to receive all course materials in an appropriate timing and order, and access to the course facilitator and fellow course participants for discussions and to be able to seek answers to questions by means of:
 - .2.1 delivery of material through disk/downloaded data; or
 - .2.2 delivery of material through internet connection while in port; and
 - .2.3 delivery of material by having an appropriate blend of the two preceding means.

- .3 The institutions should document and take advantage of existing communications for the students to have seamless interaction by means of, but not limited to, the following:
 - .3.1 telephone;
 - .3.2 email;
 - .3.3 learning platforms; and
 - .3.4 virtual classrooms;

9 RECEIVING TECHNOLOGY

- .1 Operating systems
 - .1.1 Minimum operating system standard to that currently supported by the manufacturers;
 - .1.2 The platform of the institutions must be able to support existing operating systems and acceptable older versions; and
 - .1.3 An evaluation mechanism must be made to test and ensure that new operating systems support the application for distance education with current content. A recommended category or suggested operating systems must be readily available for seafarers.
- .2 Video and sound
 - .2.1 The platform of the institutions must be able to support existing video and sound systems and acceptable older versions;
 - .2.2 The institutions must send a notice to the seafarer should any change in preferable versions take place; and
 - .2.3 An evaluation mechanism must be made to test and ensure that new video and sound formats support the application for distance learning and e-learning with current content. A recommended category or suggested versions must be readily available for seafarers.
- .3 Internet browsers
 - .3.1 The platform of the institutions must be able to support existing operating systems and acceptable older versions;
 - .3.2 The institutions must send a notice to the seafarer should any change in workable versions take place;

- .3.3 An evaluation mechanism must be made to test and ensure that new browsers support the application for distance education with current content. A recommended category or suggested browsers must be readily available to seafarers; and
- .3.4 An adopted automatic system check where a candidate may check and make automatic recommendations about necessary upgrades on the seafarer's system must be readily available.

10 CONTENT AND ITS FORMAT

- .1 Initial content must present the information required by the Administration. However, there must be a continuous check to ensure that the content is accurate and current. It is critical that there is a formal process to recommend and track changes in a course;
- .2 There must be a mechanism to ensure that course changes are recommended by knowledgeable people and reviewed by some group not directly involved with those changes;
- .3 Ensure that all source information for a course is identified and referenced. This would require extensive documentation of information in an appropriately referenced format;
- .4 If Electronic based resources should be linked it must be in a direct and easy access format. These links must be reviewed prior to the start of each course to ensure that they are valid links and direct the seafarers to the correct information;
- .5 Formats used must be of open standard, consider limited bandwidths available for seafarers, readily available, secure against unauthorized access or accidental loss and at least expense to users;
- .6 Interactive video lecture forms the foundation of the formal course delivery. However, workbooks for study and practice examples must be made available to users with very limited internet bandwidth or no internet connectivity.

11 LEARNING MANAGEMENT SYSTEM (LMS)

- .1 Use of a system to provide a number of critical services that make the interaction between the instructor and student more seamless;
- .2 The system must be safeguarded from unauthorized access. Qualified people have access to the system and only the appropriate access for the function they perform. Faculty and staff must use only computers to ensure

the system remains secure. A policy of changing passwords on a regular policy should be in place;

- .3 Appropriate backups must take place to ensure that curriculum material as well as grades are not lost through computer crash, theft, fire, infrastructure failure or other incidents and storing of back-ups in two appropriately independent off site locations;
- .4 Seafarers should be able to complete all course evaluations and finish the course at times which would be dictated by their individual schedules and circumstances;
- .5 Presentations created must require active participation from the seafarers at various points to ensure that they are still participating. Activity must involve the seafarers progress and material related questions be raised to gauge the understanding as well as participation. A separate modular/ function/ competency-based examinations and activities have to be set in place;
- .6 A mechanism is available to track the student's progress consisting of time spent viewing the materials as well as grading of information;
- .7 Unique personal accounts are given to seafarers to access any courses they register;
- .8 A mechanism in place to have a reporting facility where details of access to different course elements were made (the duration of access, total time accessing over multiple sessions and a variety of statistics analyzed over the course). This reported data may extrapolate an index of student participation in the course and subsequently a rough correlation to the distance equivalent of attendance in a course.
- .9 The MTI has to develop a set of guidelines that show what is to be expected in a distance course including, but not limited to:
 - .9.1 Course information
 - .9.1.1 Introduction & Welcome
 - .9.1.2 Course Outline
 - .9.1.3 Course schedule (online sessions)
 - .9.1.4 Learning objectives
 - .9.1.5 Instructors (bio and contact information)
 - .9.1.6 Text & Resources
 - .9.1.7 Assessment (list and values)
 - .9.1.8 Checklist of Activities & Assignments
 - .9.1.9 System or Technical requirements
 - .9.1.10 Help and Technical Support (how to print)
 - .9.1.11 Link to the Library
 - .9.1.12 Academic Integrity & Netiquette
 - .9.1.13 Institutional links: APA, Good writing, Academic Dishonesty

- .9.2 Communications
 - .9.2.1 Announcements
 - .9.2.2 Course Email
 - .9.2.3 Discussion Forums
 - .9.2.4 Online bulletin board
- .9.3 Student course feedback form
- .9.4 Content
 - .9.4.1 Modules
 - .9.4.2 Presentation materials
 - .9.4.3 Instructor notes
 - .9.4.4 Reading and additional resources
 - .9.4.5 Assignments
 - .9.4.6 Self assessment
 - .9.4.7 Examination

12. APPROVED EDUCATION AND TRAINING PROGRAM

- .1 Approved distance learning and e-learning course
 - .1.1 The approved distance learning and e-learning programs must provide the minimum training requirements and the general framework which shall serve as guide for MTIs in designing their own training program, consisting of a course framework, outline and timetable, mapping and course assessment and other training materials needed to facilitate learning. The modules that would employ the means of distance learning and e-learning must be evidently identified from modules that require instructor and seafarer classroom/simulator interaction.
 - .1.2 Pursuant to regulation I/6 and Section A-I/6 of STCW '78, as amended, MTIs shall ensure that trainings are designed and structured in accordance with written programs, methods and media of delivery, procedures and course materials as are necessary to achieve the prescribed standards of competence under the said convention. They shall also ensure that Instructors and Assessors who are responsible for the training and assessment of competence of participant candidates in these training programs, respectively, including those responsible for our supervision thereof, are appropriately qualified in accordance with the existing qualification standards prescribed by MARINA and the MTI's own quality policies and procedures.

- .1.3 MTIs shall offer and conduct the delivery of a training program by distance learning and e-learning, only after the necessary approval has been granted by MARINA.
- .2 Training requirements
 - .2.1 MTIs shall come up with its own design and structure of training program as contained under the annexes of the corresponding STCW courses.
 - .2.2 The said training program shall consist of the following minimum components:
 - .2.2.1 Course Framework;
 - .2.2.2 Course Outline and Time table;
 - .2.2.3 Course Syllabus;
 - .2.2.4 Instructor's Guide; and
 - .2.2.5 Course Assessment.
 - .2.3 The ATP shall have a minimum number of hours for identified classroom and laboratory interface as provided in the Course outline and Time table, excluding the time needed for assessment of competence of trainees thereof.
 - .2.4 The number of classroom and simulator hours are the minimum and maybe increased, as necessary, to cover topics(s) relevant to achieve the prescribed standards of competence appropriate to corresponding regulations under the STCW '78 Convention.
 - .2.5 The MTI shall determine and set the number of hours needed for classroom lecture and for practical training/exercises for the approved training program it intends to offer, based on the specific standards of Competence, Knowledge, Understanding and Proficiency (KUP), and the Criteria for Evaluating Competence under corresponding tables of STCW Code.
 - .2.6 The MTI/MHEIs shall ensure that the candidate, upon enrolment, provide a Valid Medical Certificate, which shall not be more than 2 years from the date of issuance, from a DOH-accredited medical clinic/hospital with QSS in place, in accordance with Regulation I/9 of the STCW Convention.
- .3 Instructor, Assessor and Supervisor
 - .3.1 MTI's offering the ATP provided herein shall have the following for each training program:
 - .3.1.1 Training Supervisor;
 - .3.1.2 minimum of two (2) Instructors; and

.3.1.3 minimum of one (1) Assessor.

.3.2 The Instructors, Assessors and Supervisors *shall meet the qualifications standards as provided under MARINA STCW Circular No. 2014-04, as amended.*

.3.3 A list of Instructors, Assessors and Supervisor shall be submitted in support of the MTI's application for approval of the ATP intended to be offered using the approved Accreditation Forms.

.4 Facilities and Equipment

.4.1 MTIs shall provide its own training equipment, as provided under the Course Framework . The training equipment prescribed are the minimum and does not restrain them to use additional equipment that can help achieve the prescribed standards of competence under the STCW '78 Convention, as amended. They shall ensure that the training equipment and simulators in laboratories and simulator rooms, respectively, is set-up in such a way that each trainee shall have sufficient exposure to use them during training and assessments.

.4.2 A list of Training Facilities and Equipment to be used shall be provided and submitted in support of the MTI's application for approval of Training it intends to offer using the approved Accreditation Forms.

.5 Textbooks and Other References, Videos and Other Teaching Aids

.5.1 It shall be the responsibility of the MTIs to determine and select the textbooks and other references, videos and teaching aids that will be used in designing, structuring and effective delivery of the ATP they intend to offer.

.5.2 The list of textbooks and other references, videos and teaching aids to be used shall be provided and submitted in support of the MTI's application for approval of the ATP it intends to offer using the approved Accreditation Forms.

.6 Administrative Requirements

The MTI shall comply with all the Administrative Requirements as provided under MARINA Circular No. 2013 – 01, as amended.

.7 Quality Standards System (QSS)

The MTI shall have a documented Quality Standards System (QSS) as required under Regulation I/8 – Quality Standards of the STCW '78

Convention, as amended. The QSS shall cover all relevant systems, processes and procedures and shall be duly certified by an independent Certifying Body to ensure the achievement of defined objectives, standards of competence, and knowledge, understanding and proficiency prescribed under the STCW '78 Convention, as amended.

.8 Examination and Assessment System

The MTI must have a documented system for assessment under MARINA Circular No. 2013-01, as amended, in relation to Section A-I/6 of the STCW Code.

.9 Approval of the Training Program

The approval and implementation of above-mentioned Training Programs shall follow the rules as provided under MARINA Circular No. 2013-01, as amended.

.10 Completion of the Training Program

.10.1 Trainees who have successfully completed the approved training programs mentioned above and passed the examination and assessment thereof shall be issued a Certificate of Completion for the ATP duly completed.

.10.2 The format of such certificate shall be in accordance with the corresponding STCW circular of the courses.

13. SCHEDULE OF FEES, PENALTIES AND FINES

The schedule of fees, penalties and fines are prescribed in a separate circular be observed.

14. PENALTY CLAUSE

Any violation of the provisions of this Circular and other related MARINA issuances shall be governed and sanctioned by the provisions of the IRR of RA 10635 and MARINA Circular No. 2013 – 05 including any amendment or addendum thereof, as may be promulgated by the Administration.

15. REPEALING CLAUSE

Any provision of existing MARINA and STCW circulars, rules and regulations, or of any other Philippine government agency related thereto as mentioned in this circular which are contrary or inconsistent with this circular are hereby superseded, repealed or amended accordingly.

16. SEPARABILITY CLAUSE

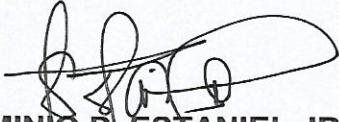
Should any provision or part of this Circular be declared by any competent authority to be invalid or unconstitutional, the remaining provisions or parts hereof shall remain in full force and effect and shall continue to be valid and effective.

14. EFFECTIVITY

This STCW Circular shall take effect immediately on the day of its publication.

Manila, Philippines, 22 June 2016.

Submitted:



HERMINIO P. ESTANIEL JR., MM
Executive Director

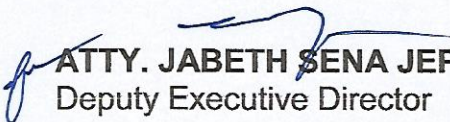
Approved:



MAXIMO Q. MEJIA JR., PhD
Administrator

CERTIFICATION

This is to certify that STCW Circular No. 2016-12 was approved by the Administrator on 22 June 2016.



ATTY. JABETH SENA JEPATH A. DACANAY
Deputy Executive Director