

Explanatory Notes on Training Course Design Template

1. Maritime training courses are designed in accordance with the structure of IMO Model Course, which contain the following parts and this is referred to as Course Plan:

- *Part A – Course Framework.* This refers to the standards (STCW requirement) for the course and provides the context (resources, qualification of instructors, assessors, support system) in which the curriculum developer will base the development of the whole course package.
- *Part B – Course Outline and Timetable.* Outline is the summary of contents (main topics and sub-topics) of the course and the corresponding time allotment for the theoretical and practical aspects of the course as maybe necessary. The topics must be identified through **course mapping** that is based on the applicable table of competence of the STCW Code. The timetable on the other hand is the schedule of classes on a daily basis; indicating the topic/s to be taken on a specific period of the day.
- *Part C – Course Syllabus.* Refers to the series of learning outcomes for a specific topic which indicate the depth and breadth of learning to be demonstrated by the trainees at the end of the lesson. The learning outcomes are trainee-centered which describe an end result to be achieved by the trainee after a learning process.
- *Part D – Instructor's Guide.* In published IMO Model Courses, this is referred to as Instructor Manual which is the narrative details and highlights of the course content and serves as guidance notes for the instructors. It also includes description of exercises and learning activities.

For practical purposes Part D will be the Instructor's Guide (I.G.) also known as lesson plan. This is developed by the instructor which serves as a road map of what the trainees need to learn and how it will be done effectively. A format, which is an adaptation from the book Practical Teaching Skills for Maritime Instructors by Prof. Muirhead and Dr. Fisher, shall be prescribed to establish uniformity.

- *Part E – Course Assessment.* This part provides for the plan to determine if learning has taken place. This provides the description of the process of collecting evidence and making judgments on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace. This must be consistent with the Assessment System of the institution.
2. In addition to the Course Plan, Instructional Materials (IMs) to be used in the delivery of the course such as PowerPoint Presentations or computer generated slides, exercise plans, exercise sheets, pictures, diagrams and the like are to be prepared.

A course compendium is also separately prepared and distributed to trainees, which serves as their reference; this is also referred to as handbook or course notes.

3. Assessment tools are also prepared in accordance with Assessment Plan stated in Part E of the Course Plan
4. The Course Plan [see template in the following pages], together with the instructional materials and assessment tools shall be referred to as Course Package.

Part A

Course Framework

■ Scope

Specific regulation of the STCW Convention or other legal basis of offering the course and its coverage (citing the exact table of competences of the STCW Code specifying the main topics covered).

■ Training Outcome

The general outcome of the course; what you expect the trainees to gain and/or demonstrate at the end of the course. An anticipated characteristic of trainees when they have completed a course of study derived from a syllabus. These are the competences or KUPs or both, identified in columns 1 and 2 of the STCW Code table of competences.

■ Entry Standard

Who may be accepted in the course, what are their qualifications? Is there any age requirement? Will there be a need to present a medical certificate? Are there any prerequisite (e.g. sea service) course/s they have to take?

■ Course Certificate

What document will they receive at the end of the course; Certificate of Completion? What requirements do they need to comply to qualify them for such document? Applicable regulation of the STCW Convention must be properly cited.

■ Course Intake Limitations

How many trainees will you have in a class? Maximum number in a class including trainee/instructor ratio

■ Staff Requirements

Who will conduct the course (instructor and assessor) and what are their qualifications?

■ **Assessment**

What is the basis of the assessment? Refer to Column 4 of the table of competence of the STCW Code likewise the learning outcomes in Part C: Course Syllabus.

■ **Teaching Facilities and Equipment**

Hardware needed in the delivery of the course.

Facilities - where trainings are held (i.e swimming pool, smoke house, workshop, etc.)

Equipment - equipment to be used during the course including testing equipment/simulation equipment, dummy, etc

■ **Teaching Aid (A)**

Software / instructional materials needed in the delivery of the course (i.e. computer generated slides, exercise sheets, posters, diagrams, charts, etc)

■ **IMO Reference (R)**

List of relevant IMO publications used in the development of the course and necessary in its delivery.

■ **Bibliography (B)**

List of relevant books and other publications other than IMO published materials.

Part B

Course Outline

Topic	Time Allotment (in hours)	
	Theoretical	Practical
Course Introduction		
<i>Competence:</i>		
1. Main Topic 1.1. Sub-topic 1.2. Sub-topic 2. Main topic 2.1. Sub-topic 2.2. Sub-topic 2.3. Sub-topic 3. Main topic 3.1. Sub-topic 3.2. Sub-topic 3.3. Sub-topic 3.4. Sub-topic		
<i>Competence:</i>		
4. Main topic 4.1. Sub-topic 4.2. Sub-topic 5. Main topic 5.1. Sub-topic 5.2. Sub-topic		
Training Hours		
Total Training Hours		
Assessment Hours		

Note:

It is the responsibility of the MTI to determine the number of hours needed for the conduct of assessment both theoretical and practical as maybe applicable taking into account the duration of the assessment vis-à-vis the number of trainees.

Part B Course Timetable

Period	Day 1	Day 2	Day 3	Day 4	Day 5
1 st Period (2 hours)					
2 nd Period (2 hours)					
LUNCH BREAK					
3 rd Period (2 hours)					
4 th Period (2 hours)					

NOTE: Actual duration of each topic may vary depending upon the trainees' performance.
Short break is given between periods as deemed necessary.

Part C

Course Syllabus

The course syllabus has been written in learning outcomes format in which the outcome describes what the trainee must do to demonstrate that the specified knowledge or skill has been acquired and the proper attitude has been developed. All the outcomes are understood to be prefixed by the words, "At the end of the session, the trainees should be able to ..."

Topic/ Learning Outcome	Reference/ Bibliography	Teaching Aid
<p>1. Main topic</p> <p>1.1. Sub – topic</p> <p>.1 learning outcome</p> <p>2.</p> <p>.1</p> <p>3.</p> <p>.1</p> <p>4.</p> <p>.1</p> <p>5.</p> <p>.1</p>		

Part D

Instructor's Guide

No. of Trainees:			Competence:		
			Knowledge, Understanding and Proficiency:		
			Topic:		
			Learning Outcome/s:		
Class Layout:			Formative Assessment:		
Time	Phase	Content	Instructor-led Activity	Student Learning Activity	Instructional Materials Used
	Introduction				
	Core Elements				
	Conclusion				

Part E

Course Assessment

■ **Introduction** (*Introductory paragraph about the ‘whys’ of assessment; below is just a sample*)

This part of the course plan includes the discussions about what should be assessed and how the information will be used. Taking into account that assessment is the process that measures what trainees have learned, it is necessary that the assessment activities are aligned with learning targets, specific standards, and with the instructions given. That is why the learning outcomes in Part C are herein provided as the basis for the assessment of trainee’s progress, development and learning of this course.

■ **Method of Assessment** (*description of assessment method to be used; below is just a sample*)

A written examination shall be administered in order to measure the acquired knowledge of the trainees. The examinations shall be administered at the end of training in which a passing mark is pre-requisite for the practical assessment.

To ensure representation of all topics covered in an objective type of test and to measure the desired level of thinking skills, the test items to be constructed shall be based on a Table of Specification.

Below is a template of a Table of Specification:

Subject Area	Time Allotment (hrs)	% of Teaching Time	Thinking Skills						No. of Items
			Remember	Understand	Apply	Analyze	Evaluate	Create	
1.									
2.									
3.									
4.									
5.									

On the other hand, a practical assessment shall be conducted to measure trainees' ability to demonstrate the following skills:

- *(specify those skills as identified in Part C: Course Syllabus)*
- *(specify those skills as identified in Part C: Course Syllabus)*
- *(specify those skills as identified in Part C: Course Syllabus)*

Both methods of assessment used to measure the knowledge, skills and attitudes acquired by the trainees are reflected in the corresponding Assessment Plan. This document details the overall assessment strategy which includes the following information:

- when the assessment is to take place;
- what assessment methods are to be employed;
- the marks/weighting for each assessment;
- who is responsible for conducting the assessment;
- what resources are needed; and
- conditions under which assessments are to be conducted.

Below is an assessment plan for this course which captures the above required information:

ASSESSMENT PLAN

STCW Code Section A					Table A			
Instructor:					Assessor:			
Resources Needed:								
Topics	Written Assessment				Practical Assessment			
	No. of Test Items	Assessment Method	Assessment Period	Grading Scheme	<i>Assessment Task</i>			Grading Scheme
					<i>Assessment Criteria</i>			
1.								
2.								
3.								
4.								
5.								
Total Number of Items								