



STCW Circular No. _____
Series of 2017

TO: ALL SEAFARERS, MARITIME TRAINING INSTITUTIONS, SHIPPING COMPANIES, MANNING AGENCIES, PORT STATE CONTROL AUTHORITIES AND OTHER MARITIME INDUSTRY STAKEHOLDERS CONCERNED

SUBJECT: ADOPTION OF STANDARDS FOR MANDATORY TRAINING COURSES UNDER THE STCW CONVENTION, 1978, AS AMENDED

Pursuant to Presidential Decree No. 474, Executive Order No. 125/125-A, Executive Order No. 75 and its Implementing Rules and Regulations (IRR) and the 1978 International Convention on Standards of Training, Certification and Watchkeeping (STCW), as amended, the following provisions are hereby adopted:

I. OBJECTIVE

It is the objective of this Circular to prescribe revised standards for the implementation of training courses of the International Convention on Standards of Training, Certification and Watchkeeping (STCW), 1978, as amended.

II. COVERAGE

This Circular shall cover all the mandatory training courses under the STCW Convention, 1978, as amended.

III. DEFINITION OF TERMS

- 1. Maritime Training Institutions (MTIs)** refer to institutions conducting maritime training courses which are duly accredited by MARINA.
- 2. Course Plan** is the systematic organization of course documents designed and structured based on IMO Model Course format which contains the following parts:
 - *Part A – Course Framework.* This refers to the standards (e.g. STCW requirement) for the course and provides the context (resources, capabilities of instructors, assessors, support system) in which subject matter experts based the development of the syllabus.

- *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. Timetable 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 subject area or 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.* The Instructor’s Guide (I.G.) also known as lesson plan refers to the document developed by the instructor which serves as a road map of what the trainees need to learn and how it will be done effectively. It may include the following but not limited to: content and sequence of the lesson, instructional activities, students’ participation, instructional media to be used, and formative assessment process.
 - *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.
3. **Instructional Materials (IMs)** are materials which complement and supplement instruction. These are also referred to as teaching aids used in the delivery of the course such as PowerPoint Presentations or computer generated slides, exercise sheet, workbooks, pictures, diagrams and the like.
 4. **Assessment Tools** refers to the following components: context and conditions of assessment, tasks to be administered to the trainee, an outline of the evidence to be gathered from the candidate and evidence criteria used to judge the quality of performance.
 5. **Course Package** includes the following course documents: Course Plan, Instructional Materials and Assessment Tools.
 6. **Training Course** is also referred to as Approved Training Program relevant to specific competencies, as established and approved by the Administration.

IV. GENERAL PROVISIONS

1. The following Annexes are hereby adopted and shall form part of this Circular:
 - ANNEX I – List of STCW Mandatory Training Courses
 - ANNEX II – Course Framework and Course Outline
 - ANNEX III – Course Design Template
 - ANNEX IV – Assessment System Manual Template

- ANNEX V – Certificate Template
2. Annex I of this Circular list all the mandatory training courses under STCW Convention, 1978, as amended which are subject for approval by MARINA – STCW Office.
 3. Pursuant to Section A-I/6 of STCW Code, as amended, MTIs shall ensure that their training courses 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 the Instructors and Assessors who are responsible for the training and assessment of seafarers in such training courses, respectively, including those responsible for supervision thereof, are appropriately qualified in accordance with the existing qualification standards prescribed by MARINA – STCW Office and the MTIs own quality policies and procedures.

4. The course framework and course outline contained under **Annex II** mentioned above provides the minimum training requirements and shall serve as guide for MTIs in designing and developing their own course materials consisting of the *course syllabus, instructor's guide, course assessment, instructional materials and assessment tools*.
5. MTIs shall offer and conduct the herein training courses only after the corresponding course approval thereof has been granted by MARINA.

V. SPECIFIC PROVISIONS

1. TRAINING REQUIREMENTS

- a. MTI shall develop the course package for the training course which shall consist of the following minimum components as shown in **Annex III**.

- Course Plan
 - Part A: Course Framework (to be provided by MARINA)
 - Part B: Course Outline and Timetable (course outline to be provided by MARINA)
 - Part C: Course Syllabus
 - Part D: Instructor's Guide
 - Part E: Course Assessment
- Instructional Materials
- Assessment Tools

- b. The training courses shall cover the prescribed minimum subject areas/ topics as stated in the Course Outline for each course in **Annex II**.

- c. The training course shall have the minimum training hours indicated in the Course Outline, excluding the time needed for assessment of competence of seafarer-trainees.

2. ASSESSMENT REQUIREMENTS

- a. The MTI shall have a documented system to ensure that assessment is conducted in accordance with the requirements of the STCW 1978 Convention, as amended.
- b. The assessment system shall cover the processes and principles as required in the accreditation criteria under the circular on rules and regulations on the accreditation of maritime training institutions.
- c. The assessment system shall cover the prescribed minimum information as stipulated in the Assessment System Manual template in **Annex IV**.

3. INSTRUCTOR, ASSESSOR AND SUPERVISOR

The Instructor, Assessor and Supervisor shall meet the qualifications standards as provided under MARINA STCW Circular No. 2014-04 and its subsequent amendments.

4. TRAINING FACILITIES AND EQUIPMENT

- a. The theoretical part of the course, lectures and demonstrations shall be held in a classroom with set of functional audio visual equipment. Classroom of 42 square meters shall have a maximum intake of 24 students and no side shall be less than 5 square meters.

Classroom area with no less than 32 square meters maybe allowed provided the Maritime Training Institutions (MTI) shall admit not more than 18 trainees.

- b. MTIs shall have its own training equipment as provided under Part A – Course Framework, **Annex II** of this Circular. The training equipment prescribed under the said Annexes are the minimum and does not restrain the MTIs to use additional equipment that can help achieved the prescribed standards of competence under the STCW Convention, 1978, as amended.

MTIs shall ensure that ALL training equipment are capable of satisfying the specified training and assessment outcomes and are capable of simulating the operational capabilities of the actual shipboard equipment while considering the safety and security of the trainees and personnel involved during the entire training and assessment period.

They shall ensure that the training equipment and simulators are set up in such a way that each trainee shall have sufficient exposure to use them during training and assessment.

- c. A list of Training Facilities and Equipment to be used shall be provided and submitted in support of the MTIs application for approval of the training course it intends to offer using the appropriate accreditation form.

This does not however prevent MTIs from utilizing additional teaching facilities.

5. CERTIFICATION REQUIREMENTS

- a. MTI shall ensure that the required competences are demonstrated by the trainee prior to the issuance of Certificate of Completion particularly stating the courses' corresponding provisions from the STCW Convention.
- b. The format of the certificate shall be in accordance with **Annex V** as provided under this Circular.

6. APPROVAL OF TRAINING COURSES

The approval and implementation of the training courses herein provided shall be in accordance with the rules provided **under MARINA Circular No. 2013-01 and its future amendment.**

VI. 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 for RA 10635 and MARINA Circular No. 2013 – 05 including any amendment or addendum thereof, as may be promulgated by the Administration.

VII. REPEALING CLAUSE

Any provision of existing MARINA and STCW Circulars, rules and regulations, as well as all other issuances which are contrary to or inconsistent with this Circular shall be deemed repealed and/or superseded accordingly.

VIII. SEPARABILITY CLAUSE

Should any provision of 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.

IX. TRANSITORY PROVISION

The approved MTIs may continue to offer the existing training course however, they shall revise and align the same in accordance with the design, teaching facilities and course materials prescribed under this Circular within six (6) months upon effectivity of this Circular.

XI. EFFECTIVITY CLAUSE

This Circular shall take effect immediately on the day of its publication. Manila, Philippines _____.

Submitted:

Atty. VERA JOY S. BAN – EG
OIC Executive Director

Approved:

MARCIAL Q. C. AMARO III, PhD
ADMINISTRATOR

CERTIFICATION

This is to certify that STCW Circular No. _____ was approved by the Administrator on _____.

ATTY. BENEDICTO G. MANLAPAZ
OIC, Legal Division