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| --- | --- |
| Name of Maritime Training Institution: | Company Office Address: |
| Date/s of Inspection: | Applied Training Course/s: | Practical Site Address *(if any)* |
| Contact Number: | Email address: |

| **Key Areas** | **Requirements** | **Self-Assessment****(To be accomplished by applicant MTI)** | **Tabletop Evaluation****(To be accomplished by Tabletop Evaluator)** | **Inspection****(To be accomplished by EIT)** | **Remarks****(To be accomplished by EIT)** |
| --- | --- | --- | --- | --- | --- |
| **🗸 Complied****X Not Complied**  | **🗸 Complied****X Not Complied** |
|  | **Administrative Requirements***Reference:**Section 18, Article VI of MARINA Memorandum Circular No. SC-2021-09* | **Letter of application**(*Notarized Letter of Application Annex I*) |  |  |  |  |
| **Certificate of Accreditation as an MTI**(*Indicate the number of the certificate of accreditation as an entity*) |  |  |  |  |
| **Payment of filing and inspection fees** (*Official Receipt of filing and inspection fees*) |  |  |  |  |
| **Access to the MTIs CCTV system**(*Soft copy of the document containing the steps on how to access the MTIs CCTV or URL*) |  |  |  |   |
|  | **Instructor/s, Assessor/s and Supervisor***Reference:**Section 21, Article VII of MARINA Memorandum Circular No. SC-2021-09* | **List of Instructors and Assessors** Note: In cases where there are simultaneous trainings being conducted i.e. some at the theoretical site while the others at the practical site, two (2) supervisors will be required, 1 for each site.(*Accomplished AD Form No. 3 (Annex II) of Instructors and Assessors supported by their valid Certificates of Accreditation (COA))* |  |  |  |  |
|  | **Course Package of the Training Standards***Reference:**MARINA Memorandum Circular No. SC-2022-05* | 1. **Part A (Course Framework)**

(*Soft copy of the adopted minimum requirement*) |  |  |  |  |
| * **List of Teaching Aids and References required in Part A – Course Framework**

(*Teaching Aids and References*)*Reference:**MARINA Memorandum Circular No. SC-2022-05*(*Accomplished AD Annex IV Inventory of Teaching Aids and References supported by Photos of References and Bibliographies*) |  |  |  |  |
| * **List of Facilities and Training Equipment required in Part A – Course Framework**

 (*Facilities and Equipment*)*Reference:**MARINA Memorandum Circular No. SC-2022-05*(*Accomplished AD Annex III Inventory of Training Equipment and Facilities with corresponding photos*) |  |  |  |  |
| * **Simulator licenses and Certificate of Ownership**

 * **Type Approval Certificate for LSAs and other equipment**.

*Note: The quantity of such equipment must be indicated as this shall be recorded in the Administration’s SAM-Information System*(*Photocopies of the requirement*) |  |  |  |  |
| * **An 8.5” x 11” NOTICE posted outside and beside the entrance of each classroom indicating the statement that *“This classroom can only accommodate a maximum of 24 students at any given time. Violations shall be reported to the MARINA-STCW Office and/or Surveillance Division”***

(*Soft copy of photo of each classroom utilized for the course depicting the requirement*) |  |  |  |  |
| * **NOTICE posted bearing the training course, the name of the instructor and Assessor assigned to the particular class, schedule of class, and the names of the officially enrolled trainees.**

(*Soft copy of photo of each classroom utilized for the course depicting the requirement*) |  |  |  |  |
| * **Designated classroom/s (approved per MARINA Memorandum Circular No. SC-2021-08)**

(*Soft copy of photo of each classroom utilized for the course depicting the requirement*) |  |  |  |  |
| * **Names of the Branches that are utilizing the same facilities and equipment must be reflected**.

(*Utilization Plan for the branches on the use of facilities and equipment*) |  |  |  |  |
| **B. Part B Course Outline**(Soft copy of the adopted minimum requirement with the allocated time for assessment) |  |  |  |  |
| * **Realistic Course Timetable in Part B of the Course Plan, taking into consideration the travel time from the approved venue for theoretical training to the approved practical site and the one-hour daily lunch break**

*Note:* *Travel time and the one-hour daily lunch break shall be excluded from the time allocated for training*(Soft copy of course Timetable of the course being applied incorporating the allocated one-hour daily lunch break and travel time from the theoretical to practical site) |  |  |  |  |
|  |  | 1. **Part C Course Syllabus**

(*Soft copy of the adopted minimum requirement*) |  |  |  |  |
|  |  | 1. **Part D Instructor’s Guide (IG) showing the outcomes-based Learning Activities, taking into consideration the prescribed training facilities and equipment that are necessary to ensure achievement of the Intended Learning Outcomes as indicated in Part C (Course Syllabus).**

(*Soft of the adopted minimum requirement indicating in the Instructional Materials Used the title of the exercises and video, slide number of the topic in the ppt, and the equipment to be used (if applicable)*) |  |  |  |  |
|  |  | * **Instructional Aids and Materials for the course being applied.**
1. **Visual**/Powerpoint Presentation
2. Practical Exercises:
* Instructor’s Copy
* Trainee’s Copy

(*Soft copy of powerpoint presentation that contains the topics/lessons/activities, as may be appropriate in the delivery of the training program*)(*Soft copy of practical exercises for Instructor’s and Trainee’s Copies*) |  |  |  |  |
|  |  | 1. **Part E**

(*Soft copy of the TOS with item placement*)* **Table of Specifications (TOS)**
* Percentage (%) of teaching time correctly computed
* Number of test items per topic correctly computed
* Appropriate item placement on the thinking skills based on the ILOs found in the Course Syllabus
 |  |  |  |  |
|  |  | * **Test Questions of written assessment appropriate to the level of thinking skills found in the TOS**

(*Soft copy of test question appropriate to the level of thinking skills found in the TOS*) |  |  |  |  |
|  |  | * **Assessment Plan**

 **Practical Assessment clearly identified** (*Soft copy of Assessment Plan clearly identified the Assessment Task and its Criteria*) |  |  |  |  |
|  |  | * **Practical assessment of trainees guided by Part E (Course Assessment)**

*(Soft copy of Practical Assessment based on the Assessment Plan and contains the ILO with practical assessment)* |  |  |  |  |
|  |  | * **Training Completion and Records of Assessment (TCROA)**

**Assessments Tasks indicated conform to Part E – Assessment** *Reference:*MARINA Memorandum Circular No. SC-2022-05(*Soft copy of TCROA conforming to the Part E- Assessment*) |  |  |  |  |
|  | **Assessment Requirements***Reference:**Section 20, Article VII of MARINA Memorandum Circular No. SC-2021-09* | **MTI shall have an assessment system covered by its QSS** |  |  |  |  |
| **The assessment system covers the prescribed minimum information as stipulated in MARINA Memorandum Circular No. SC-2021-08, Rules and Regulations in the Accreditation of MTIs and ACs***Note: Theoretical assessment precedes practical assessment and only those who passed the former shall be allowed to take the latter.* |  |  |  |
|  |  | **Ensure inclusion of the following policies and procedures on the institution’s QS:*** Grading System including re-sits and appeal
 |  |  |  |  |
|  |  | * Conduct of assessment (using written exam simulator-based assessment) and using laboratory -based assessment
 |  |  |  |  |
|  |  | * Invigilation Procedure
 |  |  |  |  |
|  |  | * Assessments and Assessors
 |  |  |  |  |
| 5 | **Onboard Training***Reference: Items 4.1.4 and 4.1.5 of ETO standards under MC SC No. 2022-05* | **The institution’s QSS must include the process in facilitating for On-board Training of the ETO cadets/Trainees who have completed the ETO course.****Must include the process in the assessment of cadets/trainees who have completed the required On-board Training**(*QS Manual indicating the processes based on the standard for ETO o*nly) |  |  |  |  |

**Self-Assessment:**

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| **MTI’s Representative***(Signature Over Printed Name)* |

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| **Tabletop Evaluator’s Comments:** |
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|  |  |  |  |  |  |  |
|  | **Tabletop Evaluator’s Name & Signature** |  | **Date** |  |  |  |

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| **Evaluation and Inspection Team Comments:** *(continue in separate sheet if necessary)* |
|  |  |  |
|  |  |  |  |  |  |  |
|  | **Member***(Signature Over Printed Name)* |  | **Member***(Signature Over Printed Name)* |  | **Member***(Signature Over Printed Name)* |  |
|  |  |  |  |  |  |  |
|  | **Technical Evaluator***(Signature Over Printed Name)* |  | **Lead Evaluator***(Signature Over Printed Name)* |  | **Technical Evaluator***(Signature Over Printed Name)* |  |

**CONFORME:**

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| **MTI’s Representative***(Signature Over Printed Name)* |