**ANNEX \_\_\_\_** [Draft circ for the courses]

For purposes of uniformity, the following format of the sample *Instructor’s Guide* (IG) will serve as guide in developing your own IG. For every topic or subject area there shall be and IG. Further, it shall be acertained that the alignment of ILO-TLA-AT (constructive alignment) are in place, that all intructional aids and materials are available in carrying out the TLA, and that students *peer assessment* is implemented as recommended in Item 7.6 of Section A-I/12 of the STCW Code, as amended. [Kindly adjust the spacing]

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| **Instructor’ Guide (Sample)** | | | | | | | |
| **Course:** Ratings Forming Part of a Navigational Watch | | | **Competence:** Steer the ship and also comply with the helm orders in the English language  **KUP:**  Use of magnetic and gyro-compasses, helms orders and change-over from automatic pilot to hand steering and vice versa  **Topic:** Steering and use of compasses*.* | | | | |
| **Class and number of trainees:** Maximum of 24 trainees | | | **Learning Outcome:**  At the end of the exercise, the trainee should be able to steer a ship with a change-over from automatic pilot to hand steering and vice versa with the helm orders in the English language and the aid a magnetic and gyro-compasses. | | | | |
| **Class Layout**: Normal classroom set-up (block type) for lecture and briefing-debriefing activities | | | **Formative Assessment:**   1. Verify if the trainee is able to steer the ship within acceptable limits, alterations of course are smooth and controlled. 2. Verify if the trainee’s communications are clear and concise at all times and orders are acknowledged in a seamanlike manner 3. Verify if the trainee is able to use correctly the magnetic and gyro-compasses. | | | | |
| **Time**  **(hour)** | **Phase** | **Subject Matter/Content** | **Teaching-Learning Activities** | | **Instructional Aids/Materials Used** | |
| **Instruction-led**  **Activities** | **Trainees Learning Activities** |
| 1.0 | Introduction | * Overview of the topic * Video clip showing an accident resulting in improper steering of ships, miscommunication and incorrect usage of magnetic and gyro-compasses.   Video clip of improper steering: https://www.youtube.com/watch?v=2ktwo-k-onk&list=PLK7qdsoj6xitMNi205zhLIgE1zdF   * A brief outline of the basic concepts and principles of navigation. | * Lecture-discussion * Presentation of video * Q & A | * Listening/asking questions * Watching video | * Power point presentations   (Slides # 1-8)   * V1 | |
| 7.5 | **Core elements** | Steering and use of compasses | * Lecture-discussion * Q & A * Demonstration * *Demonstration and explanation* * *Student practice with instructor supervision* * Conduct of simulation exercise: * *Briefing* * *Execution* | * Listening/asking questions * Interactive discussion * Conferring to Trainee’s Compendium * Practice with instructor supervision * Perform simulation exercise (Group) | | * Power point presentation for the conduct of briefing (Slides # 9-20) * Full-mission Bridge Simulator * Familiarization plan * Familiarization checklist * Exercise plan - #1 * Exercise sheet - #1 |
| 2.0 | **Conclusion** | Highlights of simulation exercise | * De-briefing   Making generalization relative to the simulation exercise | * Interaction * Evaluating the simulation result i.e. peer assessment | * Record of simulation (video) * Printout * Exercise sheet - #1 * Exercise result - #1 | |