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| **REPUBLIC OF THE PHILIPPINES**  **DEPARTMENT OF TRANSPORTATION**  LOGOBLUR  **MARITIME INDUSTRY AUTHORITY** | **EVALUATION CHECKLIST FOR THE ACCREDITATION OF ASSESSMENT CENTER**  **ANNEX B – PRACTICAL ASSESSMENT SCENARIO VALIDATION FORM** |

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| Name of Company or Corporation: | Contact Number: | Company Address: |
| Date & Time Commenced of Inspection: | Date & Time Completed Inspection: |
| Company E-mail: | MARINA Control Number: |
| Date of Initial Inspection: | Date of Final Inspection: |

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| **Level of Responsibility:** |  |
| **Practical Assessment Set No.:** |  |
| **Practical Assessment Scenario No.:** |  |
| **Practical Assessment Scenario Title:** |  |
| *Note: In case a particular criterion is not applicable, please indicate N.A. in “Explanation” column.* | |

| **Criteria and Description** | | **Indicators** | **Self-Assessment** *(To be filled up by the AC with the explanation indicating that all requirements are acceptable* | **Documentary Review**  *(To be filled up by the assigned BOE)* | | | **Inspection**  *(To be filled up by the assigned BOE)* | | |
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| **Explanation of Compliance** | **Acceptable** | **Not Acceptable** | **Explanation** | **Acceptable** | **Not Acceptable** | **Explanation** |
| 1 | **Practical Assessment Scenario Title**  *Refers to the descriptive name of the scenario which is related to onboard task or operation.* | * Relevant to the competence and KUP to be assessed |  |  |  |  |  |  |  |
| * Realistic based on actual onboard operation or task |  |  |  |  |  |  |  |
| 2 | **Duration**  *Refers to the estimated time in the execution of the exercise for each phase to complete the entire scenario.* | * Adequate for the following phases of the assessment vis-à-vis assessor to candidate ratio, number of the equipment in workstation, and number of candidates: * Briefing * Assessment proper * Debriefing |  |  |  |  |  |  |  |
| 3 | **Function**  *Refers to the function/s in the STCW Code which is/are covered in the scenario.* | * Appropriate based on the applicable table of competence, STCW Code |  |  |  |  |  |  |  |
| 4 | **Competence**  *Refers to the competence/s in the STCW Code which is/are intended to be assessed in the scenario.* | * Appropriate based on the applicable table of competence, STCW Code |  |  |  |  |  |  |  |
| 5 | **KUP**  *Refers to the knowledge, understanding and proficiency in the STCW Code that serves as basis in the design of the scenario.* | * Correspond to the competence as basis of practical assessment |  |  |  |  |  |  |  |
| * Appropriate for practical assessment |  |  |  |  |  |  |  |
| 6 | **Assessment Outcomes**  *Refers to the results expected to be demonstrated in the assessment through the scenario created which should be as close as possible to onboard operation and tasks.* | * Clearly stated; that is, specific, measurable, attainable, realistic and time-bound (SMART) |  |  |  |  |  |  |  |
| * Relate as closely as possible to actual shipboard operation and tasks |  |  |  |  |  |  |  |
| * Consistent with the scenario description |  |  |  |  |  |  |  |
| * Appropriate to the level of responsibility to be assessed |  |  |  |  |  |  |  |
| * Aligned with the stated competence and KUP |  |  |  |  |  |  |  |
| 7 | **Equipment Needed**  *Refers to the laboratory equipment or simulator that will be used in the assessment, including its specification, operational capabilities and limitations, if any.* | * Appropriate to the onboard operation and task to be assessed |  |  |  |  |  |  |  |
| * Sufficient quantity taking into account the candidate-to-equipment ratio, based on: * the maximum intake per batch; * the number of candidate per group *(if scenario is to be executed by a team)* |  |  |  |  |  |  |  |
| * Appropriate ships particulars or ships and machinery particulars |  |  |  |  |  |  |  |
| *If using a simulator, satisfies with the General Performance Standards for Simulators used in Assessment of Competence in section A-I/12 part 1 paragraph 2 of the STCW Code, as follows:* |  |  |  |  |  |  |  |
| * Capable of satisfying the specified assessment outcomes; |  |  |  |  |  |  |  |
| * Capable of simulating the operational capabilities of the shipboard equipment concerned to a level of physical realism appropriate to the assessment outcomes and include the capabilities, limitations and possible errors of such equipment; |  |  |  |  |  |  |  |
| * Have sufficient behavioral realism to allow the candidate to exhibit the skills appropriate to the assessment outcomes; |  |  |  |  |  |  |  |
| * Provide an interface through which a candidate can interact with the equipment and simulated scenario; |  |  |  |  |  |  |  |
| * Provide a controlled operating environment, capable of producing a variety of conditions, which may include emergency, hazardous or unusual situations relevant to the assessment outcomes; and |  |  |  |  |  |  |  |
| * Permit an Assessor to control, monitor and record exercises for the effective assessment of the performance of the candidates |  |  |  |  |  |  |  |
| 8 | **Scenario Description**  *Refers to the detailed situation, event or incident that occur onboard ship used as means to allow the candidate to demonstrate his/her competence on the task based on established performance criteria and standards.* | * Emulate actual situations normally encountered onboard ship such as environmental conditions, climatic conditions, operational challenges, among others |  |  |  |  |  |  |  |
| * Appropriate to the assessment outcomes |  |  |  |  |  |  |  |
| * Sequence of events including time allocation for each event is clearly stated |  |  |  |  |  |  |  |
| * Geographical location or sea area |  |  |  |  |  |  |  |
| 9 | **Initial Conditions**  *Refers to the condition of the environment, the equipment and values of parameters at which the candidate will use as starting point in performing the given task.* | * Appropriate to the scenario |  |  |  |  |  |  |  |
| * Relevant and complete information are clearly stated |  |  |  |  |  |  |  |
| * Provide the candidate a mental picture of the initial situation |  |  |  |  |  |  |  |
| 10 | **Assessor’s Actions**  *Refers to the step-by-step activities the Assessor will undertake in administering the practical assessment.* | * Assessor’s actions for the briefing, monitoring and debriefing are clearly defined and stated |  |  |  |  |  |  |  |
| 11 | **Briefing**  *Refers to the first phase of practical assessment where the Assessor introduces to the candidate all pertinent information prior to the assessment proper.* | * *Briefing Plan covers the following key elements:* * outcome of the exercise |  |  |  |  |  |  |  |
| * performance criteria and standards |  |  |  |  |  |  |  |
| * simulation scenario including relevant parameters, initial conditions, limits, etc. |  |  |  |  |  |  |  |
| * incidents and events that are likely to occur |  |  |  |  |  |  |  |
| * grading, appeal and re-sit procedures |  |  |  |  |  |  |  |
| * ground rules |  |  |  |  |  |  |  |
| * Clearly define roles of Assessor and Candidate with regards to the competence being assessed |  |  |  |  |  |  |  |
| * Candidate’s Copy are made available of for all candidates and are sufficient |  |  |  |  |  |  |  |
| 12 | **Candidate’s Actions**  *Refers to the activities the candidate is expected to undertake while undergoing the practical assessment.* | * Actions are aligned and consistent with the outcome and criteria of the assessment exercise to be performed |  |  |  |  |  |  |  |
| 13 | **Monitoring**  *Refers to the activities the Assessor undertakes to keep track of the progress the candidate’s actions while performing the given task.* | *Covers the following key elements:*   * balanced interaction between Assessor and Candidate |  |  |  |  |  |  |  |
| * using available functional monitoring equipment for audio and visual observational process |  |  |  |  |  |  |  |
| * the role of purposeful intervention in creating a “real atmosphere” |  |  |  |  |  |  |  |
| * analyzing monitored and recorded parameters |  |  |  |  |  |  |  |
| * avoidance of excessive intervention, stress and “gaming atmosphere” |  |  |  |  |  |  |  |
| * *Assessment Exercise includes monitoring of other critical parameters like:* * communication |  |  |  |  |  |  |  |
| * orders |  |  |  |  |  |  |  |
| * instructions and guidance |  |  |  |  |  |  |  |
| * deviation from standard operating procedures |  |  |  |  |  |  |  |
| * behavior and interaction with team members |  |  |  |  |  |  |  |
| * observations regarding the functioning of the team |  |  |  |  |  |  |  |
| 14 | **Debriefing**  *Refers to the last and final phase of practical assessment where the Assessor declares the conclusion of the assessment and announces its outcome.* | The planned debriefing includes the following:   * Used a tactful and diplomatic approach |  |  |  |  |  |  |  |
| * Explained the results of the assessment using supporting data, recordings and observations |  |  |  |  |  |  |  |
| * Explicitly state whether the candidate passed or failed the assessment |  |  |  |  |  |  |  |
| * Explanation of appeals and re-sit procedures |  |  |  |  |  |  |  |
| 15 | **Performance Criteria**  *Refers to the description of the quality of candidate’s performance in accordance with the assessment outcome.* | * Quality of the performance is clearly identified and explicitly stated |  |  |  |  |  |  |  |
| * Valid; aligned with the competence, Criteria for evaluating Competence and assessment outcomes |  |  |  |  |  |  |  |
| * Safety-critical criteria are clearly identified |  |  |  |  |  |  |  |
| * Are made available to the candidates |  |  |  |  |  |  |  |
| 16 | **Performance Standards**  *Refers to the measure of an acceptable performance level of each criteria.* | * Appropriate to every performance criterion |  |  |  |  |  |  |  |
| * Verifiable |  |  |  |  |  |  |  |
| * Appropriate to the specifications of the equipment being used |  |  |  |  |  |  |  |
| 17 | **Scoring and Grading System**  *Refers to the overall means to determine passing or failure from the assessment.* | * Appropriate to the task and performance outcomes |  |  |  |  |  |  |  |
| * Clear criteria for passing or failing |  |  |  |  |  |  |  |
| * Verifiable marking scheme |  |  |  |  |  |  |  |
| 18 | **Failure State**  *Refers to particular parameters or situations which if it occurs while the assessment is ongoing, shall automatically render the assessment as failure.* | * Indicates safety and effectiveness as prime criteria |  |  |  |  |  |  |  |
| * Critical performance or factor other than safety and effectiveness are clearly identified |  |  |  |  |  |  |  |

**Suggestions for improvement of the assessment scenario:**

**Agreed improvement of the exercise:**

**Note - The following items may not be verified during documentary review therefore attention MUST be given during inspection:**

1. duration to determine its adequacy for the *briefing, assessment proper and debriefing* of the assessment vis-à-vis assessor to candidate ratio, number of the equipment in workstation, and number of candidates;
2. monitoring and debriefing MUST be performed by the designated Assessor in the presence of assigned MARINA Designated Evaluator and MUST be checked and recorded; and
3. marking scheme.

**EVALUATED BY:**

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| --- | --- | --- | --- | --- | --- |
|  | Signature Over Printed Name  Team Leader |  | Signature Over Printed Name  BOMDO / BOMEO |  | Signature Over Printed Name  BOMDO / BOMEO |
| **Team Members:** |  |  |  |  |  |
|  | (Signature Over Printed Name) |  | (Signature Over Printed Name) |  | (Signature Over Printed Name) |
| **CONFORME**:  ­  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name  Company Representative | | | | | |