

MARINA CIRCULAR NO. SC-2023-_____
Series of 2023

TO: ALL MARITIME INDUSTRY STAKEHOLDERS, MARITIME TRAINING INSTITUTIONS, ASSESSMENT CENTERS, INSTRUCTORS, ASSESSORS, SUPERVISORS, AND OTHER ENTITIES AND INDIVIDUALS CONCERNED

SUBJECT: POLICIES, RULES AND REGULATIONS ON THE ACCREDITATION OF INSTRUCTORS, TRAINING COURSE ASSESSORS, AND ASSESSORS OF ASSESSMENT OF COMPETENCE

Pursuant to Presidential Decree No. 474, Republic Act (RA) No.10635 and its Implementing Rules and Regulations (IRR) and consistent with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended, Republic Act No. 11032 otherwise known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018” and Republic Act No. 10173 also known as the “Data Privacy Act of 2012”, the following rules and regulations are hereby promulgated and adopted.

Article I
OBJECTIVES

Section 1. To prescribe standards and procedures in the accreditation of Instructors and Assessors of Approved Training Courses (ATCs) conducted by Accredited Maritime Training Institutions (MTIs) and Assessors of Competence of Assessment Centers (ACs), in compliance with the requirements of the STCW Code, Section A-1/6 and other relevant provisions of the STCW Convention 1978, as amended, and other pertinent rules and regulations; and

Section 2. To ensure complete, effective and timely compliance with the STCW Convention, 1978, as amended.

Article II
COVERAGE

Section 3. This Circular shall apply to all applicants for accreditation as Instructor or Assessor of in-service training of a seafarer in a Maritime Training Institution for Approved Training Courses (ATCs) and Assessment Centers for Assessment of Competence, which is intended to be used in qualifying for certification under STCW Convention, 1978, as amended., or as otherwise required by the Administration.

Article III
DEFINITION OF TERMS

Section 4. For the purpose of this Circular, the following terms shall be defined as follows:

4.1 "Accreditation Division" refers to the division under the STCW Office, specifically tasked and is responsible for ensuring the proper and full implementation of this Circular

4.2 "Approved Training Course" refers to a training course relevant to specific competencies, as established and approved by the Administration.

4.3 "Capacity" refers to an individual's performance as Instructor, Training Course Assessor and Competency Assessor.

4.4 "Certificate of Accreditation" (COA) refers to a document issued by the Administration authorizing a person to perform as either Instructor or Assessor of in-service training of a seafarer in an MTI for an Approved Training Course and Assessor of Competence in an AC, intended to be used in qualifying for certification under STCW Convention, 1978, as amended.

4.5 "Competency Assessor" refers to a person accredited by the Administration to conduct an assessment of competence in an Assessment Center (AC) to determine whether the candidate is qualified to be issued the appropriate STCW certificate.

4.6 "Continuing Development Training for Maritime Instructors and Assessors" refers to a training to be required for the inculcation and updating of knowledge, skills, and ethical values for maritime instructors and assessors.

4.7 "Instructor" refers to any person accredited by the Administration to conduct in-service training of a seafarer in an MTI which is intended to be used in qualifying for certification under STCW Convention, 1978, as amended.

4.8 "MARINA Automated System" refers to the system used by MARINA for online system for processing applications and evaluation of COA for Instructor and/or Assessor.

4.9 "Practical Assessor's Experience Log" (PAEL) refers to documentary evidence required by the Administration to comply with the requirements of STCW Code, Section A-1/6, Par. 6.4 on the requirement for an Assessor to have gained practical assessment experience

4.10 "Simulator Practical Assessor's Experience Log" (SPAEL) refers to documentary evidence required by the Administration to comply with the requirements of STCW Code, Section A-1/6, Par. 6.5 on the requirement for an Assessor involving the use of simulators to have gained practical assessment experience on the particular type of simulator under the supervision and to the satisfaction of an experienced assessor.

4.11 "Simulator Practical Operational Experience Log" (SPOEL) refers to documentary evidence required by the Administration to comply with the requirements of STCW Code, Section A-1/6, on the requirement for an Instructor conducting training using a simulator to have gained practical operational experience on the particular type of simulator being used.

4.12 "Supervisor" refers to the Training Director, Training Manager, or any person designated by an MTI to be responsible for the supervision of in-service training and assessment of a seafarer intended to be used in qualifying for certification under STCW.

4.13 "Session" refers to the whole duration of a particular training course conducted by an accredited Instructor, or the whole duration of the assessment conducted by an accredited training course assessor or competency assessor.

4.14 "Training Course Assessor" refers to a person accredited by the Administration to conduct an assessment of competence in an approved training course offered by a Maritime Training Institution (MTI) to determine whether the trainees are qualified to be issued the Certificate of Training Completion and the appropriate Certificate of Proficiency (COP) by MARINA.

Article IV GENERAL PROVISIONS

Section 5. In accordance with Regulation I/6 (Training and Assessment) of the STCW Convention, 1978, as amended., the Maritime Administration shall ensure that:

5.1 the training and assessment of seafarers, as required under the Convention, are administered, supervised, and monitored in accordance with the provision of Section A-1/6 of the STCW Code; and

5.2 those responsible for the training and assessment of competence of seafarers, as required by the Convention, are appropriately qualified in accordance with the provisions of Section A-1/6 of the STCW Code for the type and level of training or assessment involved.

Section 6. All applicants for Instructor, Training Course Assessor, or Competency Assessor shall file their application at the MARINA Automated System.

Section 7. Such application shall be filed by the individual applicant and each capacity shall be filed separately for every ATC and/or levels of responsibility applied for.

Section 8. The list of Instructors, Training Course Assessors, and Competency assessors issued with a Certificate of Accreditation shall be posted on the MARINA website.

Article V

GENERAL QUALIFICATION STANDARDS FOR INSTRUCTORS, TRAINING COURSE ASSESSORS, AND COMPETENCY ASSESSORS

In accordance with the pertinent provisions of STCW, and as required by this Administration, the following general requirements must be complied with in the application and approval of individual applicants in the following capacities:

Section 9. Instructor

In accordance with STCW Code, Section A-1/6 (4), any person conducting training of a seafarer as an Instructor of an Approved Training Course which is intended to be used in qualifying the seafarer for certification under STCW Convention, 1978, as amended, shall:

9.1 have an appreciation of the training program and an understanding of the specific training objectives for the particular type of training being conducted by showing proof of the following:

9.1.1 prior approved training and issuance of COC or COP pertaining to the task, or

9.1.2 prior appropriate education and training pertaining to the task

9.2 be qualified in the task for which training is being conducted by any of the following means, by showing proof of:

9.2.1 Prior approved seagoing service relating to the task; or

9.2.2 Prior experience, at least one (1) year in the last five (5) years, on the tasks relevant to the approved training Course, unless, otherwise stated in the Annex I of this Circular.

and

9.2.3 Proof of successful completion of approved I.M.O. Model Course 6.09 (Training Course for Instructors) taken within the last five (5) years;

9.3 if conducting training using a simulator, shall have proof of the following:

9.3.1 have received appropriate guidance in instructional techniques involving the use of simulators (approved I.M.O. Model Course 6.10 taken within the last five (5) years.

9.3.2 have gained practical operational experience on the particular type of simulator being used by accomplishing Simulator Practical Operational Experience Log (SPOEL, Annex 3) for an aggregate period of at least 20 hours conducted on 10 separate days under the supervision of an experienced instructor/operator of that particular type of simulator;

9.3.3 if conducting training using different types of simulators, must accomplish separate SPOEL for each type of simulator being used, in accordance with 9.3.2 above.

Section 10. Training Course Assessor and Competency Assessor

10.1 In accordance with STCW Code, Section A-1/6 (6), any person conducting an in-service assessment of a seafarer in an MTI or AC, which is intended to be used in qualifying the seafarer for certification under STCW Convention 1978, as amended, shall:

10.1.1 have an appropriate level of knowledge and understanding of the competence to be assessed and be qualified in the task for which the assessment is being made by showing proof of prior Certificate of Accreditation as an instructor of the ATC he is applying for;

10.1.2 have received appropriate guidance in assessment methods and practice by submitting proof of successful completion of the approved I.M.O. Model Course 3.12 (Assessment, Examination, and Certification of Seafarers) taken within the last five (5) years.

10.1.3 have gained practical assessment experience by accomplishing Practical Assessor's Experience Log (PAEL, Annex 3) for an aggregate period of at least twenty (20) hours conducted on at least ten (10) separate

assessment days under the supervision of an experienced assessor;

10.1.4 if conducting assessment involving the use of simulators, have gained practical assessment experience on the particular type of simulator being used by accomplishing Simulator Practical Assessor's Experience Log (SPAEL, Annex 3) for an aggregate period of at least twenty (20) hours conducted on at least ten (10) separate assessment days, under the supervision and to the satisfaction of an experienced assessor with the use of simulators.

10.1.5 if conducting an assessment using different types of simulators, must accomplish separate SPAEL's for each type of simulator, as per 10.1.4 above.

10.2 Unless otherwise not required by Annex 1 of this Circular for a specific course, the applicant must have at least one (1) teaching session for each course to be applied.

10.3 For Competency Assessor, must have undergone orientation to be conducted by the Board of Examiners (BOE) for Management Level and OIC), Board of Deck Ratings (BODRA) or Board of Engine Ratings (BOERA), respective to the applicant's position onboard, and submit Certificate of Orientation.

10.3.1 In line of the above, the applicant shall request for a schedule for the said orientation through any official contact details of the BOE and shall be confirmed by the latter.

Article VI

REACCREDITATION OF THE CERTIFICATE OF ACCREDITATION

Section 11. All individuals who are issued a COA shall undergo re-accreditation every Five (5) years. He/she shall also undergo a Continuing Development Training for Maritime Instructors and Assessors at least once during the validity of the COA to be given by the institution or center where he/she is/has been employed. All applications for re-accreditation must be filed prior to expiration to avoid any applicable penalties for late filing.

11.1 An application for re-accreditation of Instructor and Training Course Assessor of ATCs referred to by pertinent provisions in **Section A-VI** of the STCW Convention 1978, as amended shall be supported by **any** of the following:

11.1.1 documentary evidence showing proof of having performed as an Instructor or Assessor as appropriate, for not less than five (5)

sessions of teaching/assessing in the course to which he is accredited, within the last five (5) years, or

- 11.1.2 two (2) sessions in total during the preceding one (1) year immediately prior renewal of COA, or
 - 11.1.3 Certificate of Training Completion of a full course shall be required should the required teaching/assessing session has not been met, or
 - 11.1.4 At least six (6) months of sea service experience within the last five (5) years
- 11.2 An application for re-accreditation of Instructor, Training Course Assessors and Competency Assessor of **STCW Table A II/1, II/2, II/3, II/4, II/5, III/1, III/2, III/3, III/4, III/5, III/6, III/7, and IV/2** shall be supported by **any** of the following:
- 11.2.1 documentary evidence showing proof of having performed as an instructor or assessor, as appropriate, for at least two (2) sessions of teaching/assessing in the course to which he is accredited reckoning from the date of issuance of COA, or
 - 11.2.2 one (1) teaching/assessing session during the preceding one (1) year immediately prior renewal of COA, or
 - 11.2.3 at least six (6) months of sea service experience prior to revalidation, or
 - 11.2.4 Valid COC or Certificate of Passing of Practical Assessment, if required by annex 1 of this Circular.
- 11.3 An application for re-accreditation of Instructor and Training Course Assessor of ATCs referred to by pertinent provisions in **Section A-V** of the STCW Convention 1978, as amended shall be supported by **any** of the following:
- 11.3.1 documentary evidence showing proof of having performed as an instructor or assessor, as appropriate, for at least five (5) sessions of teaching/assessing in the course to which he is accredited reckoning from the date of issuance of COA, or

11.3.2 two (2) sessions in total during the preceding one (1) year immediately prior renewal of COA, or

11.3.3 Completion of a full course shall be required should the required teaching/assessing sessions has not been met, or

11.3.4 At least six (6) months sea service experience on an appropriate type of vessel within the last five (5) years

The Sections 11.1, 11.2 and 11.3 shall be evidenced by the following:

- Service Record/Certificate of Employment
- Enrollment Report (for Instructor) or
- Training Completion and Record of Assessment (TCROA) (for Training Course Assessor) or
- Record of Assessment (ROA) (for competency assessor)
- Certificate of Passing of Practical assessment, if applicable
- Certificate of Training Course Completion, if applicable.

11.4 Legal Clearance issued by the Legal Division of the STCW Office

11.5. Proof of Successful completion of an Updating Training, as appropriate, for courses that have changes in the standard of competence.

11.6 Certificate of Attendance for Continuing Development Training for Maritime Instructors and Assessors once every five (5) years during the accreditation period.

11.7 Should the applicant did not meet one or more of the requirements, he/she shall be treated as a new applicant and shall also be required to complete Continuing Development Training for Maritime Instructors and Assessors. Provided however, the requirement for IMO 6.09 and 3.12 taken within the last five (5) years will not apply.

Article VII

SPECIFIC QUALIFICATION STANDARDS AND DOCUMENTARY REQUIREMENTS FOR INSTRUCTORS, TRAINING COURSE ASSESSORS, AND COMPETENCY ASSESSORS

Section 12. In accordance with Article V of this Circular, the specific qualification standards for ensuring that an applicant is qualified in the task for which training or assessment is being conducted must be complied with. Annex 1 of this Circular, which may be amended as necessary, set forth the specific qualification standards for application and reaccreditation of COA.

Article VIII
APPLICATION FOR ACCREDITATION AND REACCREDITATION

Section 13. Generally, the application for issuance and revalidation under the MARINA Automated System goes through the following processes:

1. Initial online evaluation
2. Final evaluation
3. Approval

Releasing of Certificate of Accreditation will be automatically sent to the MARINA Automated System account of the applicant Instructor or Assessor and can be printed Legal size bond paper at their convenience upon approval of the applications through MARINA Automated System and receipt of the corresponding fees.

Personal appearance may be required in instances where submitted documents need to be clarified.

The specific guidelines for application for accreditation and reaccreditation of Instructor, Training Course Assessor, and Competency Assessor shall follow the procedures shown under Annex 2 of this Circular.

Article IX
**OTHER MATTERS RELATING TO THE APPLICATION AND
PERFORMANCE OF FUNCTIONS AS INSTRUCTOR, ASSESSOR, AND
SUPERVISOR**

Section 14. The validity and authenticity of COA may be verified through QR code attached in the certificate.

Section 15. The designated **Instructor** shall be responsible, but not limited to, the following duties and responsibilities:

- 15.1** Design and develop instructional materials in accordance with the course plan, consisting of the following processes:
 - (a) Design and development
 - (b) Review and verification
 - (c) Pilot testing and validation
- 15.2** Deliver the course program in accordance with the approved course package and QSS.
- 15.3** Provide technical inputs for the continual improvement of instructional materials

Section 16. The designated **Training Course Assessor** shall be responsible for the following duties and responsibilities, but not limited to:

- 16.1 Prepare Examination and Assessment Tools.
- 16.2 Plan and conduct assessment of competence;
- 16.3 Analyze and evaluate the outcome of the assessment;
- 16.4 Sign assessment results for submission to the Administration; and
- 16.5 Provide technical inputs for the continual improvement of examination and assessment tools.

Section 17. The designated **Competency Assessor** shall be responsible for the following duties and responsibilities, but not limited to:

- 17.1 Prepare Examination and Assessment Tools.
- 17.2 Interview candidates and examinee identity portfolio of evidence;
- 17.3 Analyze and evaluate the outcome of the assessment of competence;
- 17.4 Sign assessment results for submission to the Administration; and
- 17.5 Provide technical inputs for the continual improvement of assessment tools.

Section 18. The supervision function of in-service training and assessment conducted by a qualified Instructor and Training Course/Competency Assessor on seafarers intended to be used in qualifying for Certification shall be assumed by the Training Manager, Training Director, or any person designated by the MTI. It shall be required that the supervisor of training courses have a full understanding of the training program and the specific objectives for each type of training being conducted for each of the courses to be supervised, and have undergone IMO Model Course 6.09 and IMO Model Course 6.10, if necessary. Likewise, for supervision function in the conduct of assessment, he/she shall have a full understanding of the assessment system, assessment methods, and practice and have undergone IMO Model Course 3.12 and IMO Model Course 6.10, if necessary. This requirement shall be reflected in the institution's Quality Standard System (QSS) and this will not require accreditation from the Administration.

He/she shall always be available to supervise the conduct of ATCs or Assessment of Competence whether virtual or actual supervision.

Section 19. A Competency Assessor shall not conduct an Assessment of Competence of a seafarer who has completed an Approved Training Course in an MTI wherein he is the Instructor.

Section 20. An accredited training course assessor for the courses MLC-Deck/Engine, RFPEW/NW, Able Seafarer Deck/Engine, ETO/ETR, and GMDSS Radio Operators is deemed qualified to be a competency assessor for an assessment center (AC) in their respective level of responsibility, provided that

he shall apply for that specific capacity as Competency Assessor and comply the additional requirements.

Section 21. All MTIs and ACs shall ensure that Article VI of this Circular shall be complied with, and the policies, processes, and procedures shall be expressly provided in the Institution's Quality Standard System.

With reference to the required Faculty Development Program and the requirement for Continuing Development Training for Maritime Instructors and Assessors, the MTI or AC shall develop and conduct the said training or send their instructors or assessors to undergo the said training with another MTI/AC or association/organization should the concerned institution do not have the capacity to develop and conduct the said training.

The objectives of the Continuing Development Training for Maritime Instructors and Assessors is to ensure that all Instructors and Assessors accredited by the MARINA are continuously updated and competent with the latest industry standards. In this regard, the succeeding paragraphs set forth the general guidelines for the program development of the Continuing Development Training.

The Continuing Development Training shall include, but not be limited to, the following subject areas:

1. Updates/refresher in assessment ethics and methodologies (for assessor) with the following sub-areas:

- Assessing applications
- Competence-based standards
- Developing written tests
- Scoring tests
- Assessment process

*IMO Model Course 6.09 may be used for the preparation of the Training program

2. Updates/refresher in teaching ethics and methodologies (for instructor) with the following sub-areas;

- use a range of teaching methods effectively
- use appropriate teaching aids
- Evaluate teaching and learning

*IMO Model Course 6.09 may be used for the preparation of the Training program

3. Updates in the emerging technologies in the maritime industry; and
4. Updates in the MARINA Circulars and other relevant policies or legislations (common).

The said CDT shall have a duration of at least 16 hours covering all the minimum subject areas to be facilitated by a qualified facilitator. All the necessary policies and procedures for the effective implementation of the CDT shall be written in the institution's QSS.

Section 22. For Instructor and Assessor of the distance learning scheme, he shall undergo training requirements specified under the applicable Circular. The general and specific policies and processes for distance learning shall be reflected in the Institution's QSS.

Section 23. Any false or forged entry to, or the production of any fake documentary evidence for qualification shall be grounds for future action by the Administration against the candidate and the perpetrator.

Section 24. All issued Certificate of Accreditation may be subjected to post evaluation, if necessary.

Article X FEES AND CHARGES

Section 24. Fees shall be charged for each application and separately for accreditation in each capacity and in each ATC.

Section 25. As approved under MC SC No. 2021-07 s 2021 or its subsequent amendment, the following fees shall apply:

- 25.1** Application Fee for the Accreditation of Instructor and Assessor- Php 500.00/course
- 25.2** Certificate of Accreditation for Instructor and Assessor- Php 500.00/course
- 25.3** Surcharge for expired Certificate of Accreditation – Php 500.00/course
- 25.4** Surcharge for Replacement of Lost/Damaged Certificate of Accreditation- Php 500.00/course
- 25.5** Reprinting of Certificate of Accreditation due to change of name and updating of record- Php 500.00/course
- 25.6** Certified True Copy (CTC) for Certificate of Accreditation- Php 100.00/course

Article XI FINES AND PENALTIES

Section 26. An individual applicant who, after due process, has been found to have submitted a false statement in his application, fraudulent or tampered certificates or documents shall be penalized as follows:

- 26.1** First Offense – P50, 000.00 and disqualification to apply for Certificate of Accreditation (COA) for three (3) months from the receipt of the decision/order or resolution
- 26.2** Second Offense – P100,000.00 and disqualification to apply for a Certificate of Accreditation (COA) for six (6) months from the receipt of the decision/order or resolution;
- 26.3** Third Offense – Perpetual disqualification to apply for Certificate of Accreditation (COA)

Section 27. Any violation of the provisions of this Circular and other related MARINA issuances shall be governed and sanctioned by the provisions of the IRR of RA 10635 and its amendment and MARINA Circular 2013-05 including any amendment or addendum thereof as may be promulgated by the Administration

Article XII TRANSITORY PROVISIONS

Section 28. All applications for the issuance of a Certificate of Accreditation for Instructor or Assessor received by the Accreditation Division before the date of effectivity of this Circular shall be processed in accordance with the existing rules and regulations prior to the date of effectivity.

Section 29. All applications for the issuance and revalidation of a Certificate of Accreditation received by the STCW Office from the date of effectivity of this Circular shall be governed by these rules.

However, in a situation wherein the applicant for reaccreditation was previously approved in accordance with MC 2014-04 and MC SC 2022-05 and the previous requirements for application for the specific course are different from the requirements of this circular, he or she shall be required to comply with the requirements of this Circular.

Section 30. All holders of COA as Assessor issued in accordance with STCW Circular 2014-04 with the validity of more than one (1) year from the effectivity date of this Circular, who are performing or intending to perform as Competency Assessor in an Assessment Center, shall be given one (1) year to apply for Competency Assessor in accordance with the relevant provisions of this Circular.

Section 31. All MTIs and AC, after the effectivity of this Circular shall be given one (1) year to have a ready system/program for Continuing Development Training Program, in compliance with Section 21 of this Circular, for its Instructors and/or Assessors as part of its Institutional and faculty Development Program.

Article XIII

REPEALING CLAUSE

Section 32. STCW Circular 2014-04 is hereby repealed. Any provisions or other issuances which are inconsistent with this Memorandum Circular are likewise superseded and amended accordingly.

**Article XIV
EFFECTIVITY**

This Memorandum Circular shall take effect fifteen (15) days following its publication in a newspaper of general circulation and submission to the Office of the National Administrative Register (ONAR).

Done in the City of Manila, Philippines on _____.

BY AUTHORITY OF THE BOARD:

Atty. HERNANI N. FABIA
Administrator

SECRETARY'S CERTIFICATION

This is to certify that MARINA Circular No. SC-2021-___ was approved by the MARINA Board of Directors during its Regular Meeting held on _____.

ATTY. SHARON L. DE CHAVEZ-ALEDO
Acting Corporate Board Secretary

Date of Publication : _____
Date of Submission : _____