

Part D

Instructor's Guide

Instruction: The Instructor's Guide (IG) also known as a lesson plan is developed by the instructor which serves as a road map of what the trainees need to learn and how it will be done effectively. The format below shall be used to ensure uniformity. However, the MTI is required to specify teaching and learning activities, and develop appropriate Instructional Materials suitable for the learning outcomes.

Course: Management Level Course for Marine Deck Officers (Function 3)			Competence: Control trim, stability and stress		
			Knowledge, Understanding and Proficiency: Understanding of fundamental principles of ship construction and the theories and factors affecting trim and stability and measures necessary to preserve trim and stability		
			Topics: Course Introduction 1. The fundamental principles of ship construction, theories, factors, and measures necessary to preserve trim and stability		
No. of Trainees: Twenty-Four (24) Trainees			Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: Lay-out suitable for the theoretical part			Formative Assessment: Written Test		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
30 minutes	Introduction	Course Introduction <ul style="list-style-type: none"> • Requirements under Regulation II/2, Section A-II/2 Function 3 of the STCW Convention and Code • Training outcomes and course requirements; and Intended Learning Outcomes (ILOs). 	<ul style="list-style-type: none"> • Presentation of the requirements, training outcomes, and course requirements • Presentation of the ILOs or other activities to motivate the trainees 	Listening, note taking, inquiring, answering questions, interactive discussion	Visual presentation

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
2 hours and 30 minutes	Core Elements	1. The fundamental principles of ship construction, theories, factors, and measures necessary to preserve trim and stability	The MTI is required to specify suitable activities for the delivery of the topic.	The MTI is required to specify suitable learning activities	<ul style="list-style-type: none"> • Visual Presentation • Training videos related to the topics
30 minutes	Conclusion	The fundamental principles of ship construction, theories, factors, and measures necessary to preserve trim and stability	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> • Formative test • Oral Examination • Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	Visual presentation

Course: Management Level Course for Marine Deck Officers (Function 3)		Competence: Control trim, stability and stress			
		Knowledge, Understanding and Proficiency:			
		<ul style="list-style-type: none"> • Knowledge of the effect on trim and stability of a ship in the event of damage to and consequent flooding of a compartment and countermeasures to be taken • Knowledge of IMO recommendation concerning ship stability 			
		Topic:			
		2. The effect on trim and stability of a ship			
No. of Trainees: Twenty-Four (24) Trainees		Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes			
Class Layout: Lay-out suitable for the theoretical part		Formative Assessment: Written and Practical Test			
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> • The fundamental principles of ship construction, theories, factors, and measures necessary to preserve trim and stability • Intended Learning Outcomes (ILO) 	<ul style="list-style-type: none"> • Review of previous topic • Presentation of ILO or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual Presentation
50 minutes	Core Element	1. The effect on trim and stability of a ship	The MTI is required to specify suitable activities for the delivery of the topic.	The MTI is required to specify suitable learning activities	<ul style="list-style-type: none"> • Visual Presentation • Training videos related to the topics

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
2 hours		<p>Practical Exercise 1</p> <p>Perform damage stability criteria and calculations on the assessment of ship's response to damage and flooding.</p>	<p>Practical Exercise 1</p> <p>The MTI is required to specify suitable activities for the conduct of practical exercise on the performance damage stability criteria and calculations on the assessment of ship's response to damage and flooding.</p>	<p>Practical Exercise 1</p> <p>Participating in the practical exercise in performing damage stability criteria and calculations on the assessment of ship's response to damage and flooding.</p>	<ul style="list-style-type: none"> • Computer sets with software capable of simulating cargo and stress calculation, and provide stability and trim diagrams • Exercise Sheet A6.1
15 minutes	Conclusion	The effect on trim and stability of a ship and IMO recommendations concerning ship stability	<ul style="list-style-type: none"> • Make generalization and abstraction of the lessons • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> - Formative test - Oral Examination - Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	Visual Presentation

Course: Management Level Course for Marine Deck Officers (Function 3)		Competence: Control trim, stability and stress			
		Knowledge, Understanding and Proficiency:			
		<ul style="list-style-type: none"> • Knowledge of the effect on trim and stability of a ship in the event of damage to and consequent flooding of a compartment and countermeasures to be taken • Knowledge of IMO recommendation concerning ship stability 			
		Topic:			
		3. IMO recommendations concerning ship stability			
No. of Trainees: Twenty-Four (24) Trainees		Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes			
Class Layout: Layout suitable for the theoretical part		Formative Assessment: Written Test			
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> • The effect on trim and stability of a ship and IMO recommendations concerning ship stability • Intended Learning Outcomes (ILO) 	<ul style="list-style-type: none"> • Review of previous topic • Presentation of ILO or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual Presentation
50 minutes	Core Elements	3. IMO recommendations concerning ship stability	The MTI is required to specify suitable activities for the delivery of the topic.	The MTI is required to specify suitable learning activities	<ul style="list-style-type: none"> • Visual Presentation • Training videos related to the topics

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Conclusion	IMO recommendations concerning ship stability	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> - Formative test - Oral Examination - Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	Visual presentation

<p>Course: Management Level Course for Marine Deck Officers (Function 3)</p>			<p>Competence: Monitor and control compliance with legislative requirements and measures to ensure safety of life at sea, security and the protection of the marine environment</p>		
			<p>Knowledge, Understanding and Proficiency: Knowledge of international maritime law embodied in international agreements and conventions</p> <p>Regard shall be paid especially to the following subjects: .1 certificates and other documents required to be carried on board ships by international conventions, how they may be obtained and their period of validity</p>		
			<p>Topic: 4. International agreements and conventions 4.1 Certificates and other documents required to be carried onboard ships</p>		
<p>No. of Trainees: Twenty-Four (24) Trainees</p>			<p>Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes</p>		
<p>Class Layout: Layout suitable for the theoretical part</p>			<p>Formative Assessment: Written and Practical Test</p>		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> The effect on trim and stability of a ship and IMO recommendations concerning ship stability Intended Learning Outcomes (ILO) 	<ul style="list-style-type: none"> Review of the previous topics Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual Presentation

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
50 minutes	Core Elements	4. International agreements and conventions 4.1 Certificates and other documents required to be carried onboard ships	The MTI is required to specify suitable activities for the delivery of the topic.	The MTI is required to specify suitable learning activities	Visual Presentation
1 hour		Practical Exercise 2 Monitor the validity of certificates for timely application before renewal/extension in a given scenario Analyze the potential non-compliance with the IMO conventions and legislative requirements in a given scenario	Practical Exercise 2 The MTI is required to specify suitable activities for the conduct of practical exercise on how to monitor the validity of certificates for timely application before renewal/extension and analyze the potential non-compliance with the IMO conventions and legislative requirements in a given scenario.	Practical Exercise 2 Participating in the practical exercise in monitoring the validity of certificates for timely application before renewal/extension and analyzing the potential non-compliance with the IMO conventions and legislative requirements	<ul style="list-style-type: none"> • Initial Assessment Checklist • Exercise Sheet A6.2

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Conclusion	International agreements and conventions regarding Certificates and other documents	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> - Formative test - Oral Examination - Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights, and learning gained • Answering/ asking questions 	Visual presentation

<p>Course: Management Level Course for Marine Deck Officers (Function 3)</p>	<p>Competence: Monitor and control compliance with legislative requirements and measures to ensure safety of life at sea, security and the protection of the marine environment</p>
	<p>Knowledge, Understanding and Proficiency:</p> <p>Knowledge of international maritime law embodied in international agreements and conventions</p> <p>Regard shall be paid especially to the following subjects:</p> <ul style="list-style-type: none"> .2 responsibilities under the relevant requirements of the International Convention on Load Lines, 1966, as amended .3 responsibilities under the relevant requirements of the International Convention for the Safety of Life at Sea, 1974, as amended .4 responsibilities under the International Convention for the Prevention of Pollution from Ships, as amended .5 maritime declarations of health and the requirements of the International Health Regulations .6 responsibilities under international instruments affecting the safety of the ship, passengers, crew and cargo
	<p>Topic:</p> <ul style="list-style-type: none"> 4. International agreements and conventions <ul style="list-style-type: none"> 4.1 Responsibilities under the relevant requirements of the following international convention and instruments:
<p>No. of Trainees: Twenty-Four (24) Trainees</p>	<p>Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes</p>
<p>Class Layout: Lay-out suitable for the theoretical part</p>	<p>Formative Assessment: Written and Practical Test</p>

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> International agreements and conventions regarding Certificates and other documents Intended Learning Outcomes (ILO) 	<ul style="list-style-type: none"> Review of the previous topics Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual Presentation
50 minutes	Core Elements	<p>4. International agreements and conventions</p> <p>4.2 International Conventions and instruments</p>	The MTI is required to specify suitable activities for the delivery of the topic.	The MTI is required to specify suitable learning activities	Visual Presentation
1 hour	Core Elements	<p>Monitor the responsibilities under the following international conventions and instruments, in a given scenarios:</p> <ul style="list-style-type: none"> International Convention on Load Lines, 1966, as amended; International Convention for the Safety of Life at Sea, 1974, as amended; International Convention for the Prevention of Pollution from Ships, as amended; 	<p>Practical Exercise 3</p> <p>The MTI is required to specify suitable activities for the conduct of practical exercise on how to monitor the responsibilities under the following international conventions and instruments, through given scenarios:</p> <ul style="list-style-type: none"> International Convention on Load Lines, 1966, as amended; International Convention for the Safety of Life at Sea, 1974, as amended; International Convention for the Prevention of Pollution from Ships, as amended; 	<p>Practical Exercise 3</p> <p>Participating in the practical exercise in monitoring the responsibilities under the following international conventions and instruments, through given scenarios:</p> <ul style="list-style-type: none"> International Convention on Load Lines, 1966, as amended; International Convention for the Safety of Life at Sea, 1974, as amended; 	<ul style="list-style-type: none"> Initial Assessment Checklist Exercise Sheet A6.3

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
		<ul style="list-style-type: none"> • International Health Regulations; and • International instruments affecting the safety of the ship, passengers, crew and cargo. 	<ul style="list-style-type: none"> • International Health Regulations; and • International instruments affecting the safety of the ship, passengers, crew and cargo. 	<ul style="list-style-type: none"> • International Convention for the Prevention of Pollution from Ships, as amended; • International Health Regulations; and • International instruments affecting the safety of the ship, passengers, crew and cargo. 	
5 minutes	Conclusion	International agreements and conventions regarding International Conventions and instruments	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> - Formative test - Oral Examination - Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	Visual presentation

<p>Course: Management Level Course for Marine Deck Officers (Function 3)</p>			<p>Competence: Monitor and control compliance with legislative requirements and measures to ensure safety of life at sea, security and protection of the marine environment</p>		
			<p>Knowledge, Understanding and Proficiency: Knowledge of international maritime law embodied in international agreements and conventions</p> <p>Regard shall be paid especially to the following subjects: .7 methods and aids to prevent pollution of the marine environment by ships</p>		
			<p>Topic: 4. International agreements and conventions 4.3 Methods and aids to prevent pollution of the maritime environment by ships</p>		
<p>No. of Trainees: Twenty-Four (24) Trainees</p>			<p>Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes</p>		
<p>Class Layout: Layout suitable for the theoretical part</p>			<p>Formative Assessment: Written and Practical Test</p>		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> International agreements and conventions regarding International Conventions and instruments Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> Review of the previous topics Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual Presentation

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
50 minutes	Core Elements	4. International agreements and conventions 4.3 Methods and aids to prevent pollution	The MTI is required to specify suitable activities for the delivery of the topic.	The MTI is required to specify suitable learning activities	<ul style="list-style-type: none"> Visual Presentation
1 hour		Evaluate the methods and aids used to prevent pollution of the marine environment by ships in accordance with the established procedures in a given scenario	Practical Exercise 4 The MTI is required to specify suitable activities for the conduct of practical exercise on how to evaluate methods and aids used to prevent pollution of the marine environment by ships in accordance with the established procedures	Practical Exercise 4 Participating in the practical exercise in evaluating methods and aids used to prevent pollution of the marine environment by ships in accordance with the established procedures	<ul style="list-style-type: none"> Safety Management System Manual Exercise Sheet A6.4
5 minutes	Conclusion	International agreements and conventions regarding Methods and aids to prevent pollution	<ul style="list-style-type: none"> Make generalization and abstraction about the lesson Assess the learning which may come from any of the following: <ul style="list-style-type: none"> Formative test Oral Examination Assignment Other activities to check the retention of learning 	<ul style="list-style-type: none"> Participating, sharing insights and learning gained Answering/ asking questions 	Visual presentation

<p>Course: Management Level Course for Marine Deck Officers (Function 3)</p>			<p>Competence: Monitor and control compliance with legislative requirements and measures to ensure safety of life at sea, security and protection of the marine environment</p>		
			<p>Knowledge, Understanding and Proficiency:</p> <p>Knowledge of international maritime law embodied in international agreements and conventions</p> <p>Regard shall be paid especially to the following subjects: .8 National legislation for implementing international agreements and conventions</p>		
			<p>Topic:</p> <p>4. International agreements and conventions 4.4 National legislation for implementing international agreements and conventions</p>		
<p>No. of Trainees: Twenty-Four (24) Trainees</p>			<p>Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes</p>		
<p>Class Layout: Layout suitable for the theoretical part</p>			<p>Formative Assessment: Written Test</p>		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
10 minutes	Introduction	<ul style="list-style-type: none"> International agreements and conventions regarding Methods and aids to prevent pollution Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> Review of the previous topics Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual Presentation

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
1 hour and 40 minutes	Core Elements	4. International agreements and conventions 4.4 National legislation for implementing international agreements and conventions	The MTI is required to specify suitable activities for the delivery of the topic.	The MTI is required to specify suitable learning activities	Visual Presentation
10 minutes	Conclusion	International agreements and conventions regarding National legislation for implementing international agreements and conventions	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> - Formative test - Oral Examination - Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	Visual presentation

Course: Management Level Course for Marine Deck Officers (Function 3)			Competence: Develop emergency and damage control plans and handle emergency situations		
			Knowledge, Understanding and Proficiency: Preparation of contingency plans for response to emergencies		
			Topic: 5. Contingency plans for response to emergencies		
No. of Trainees: Twenty-Four (24) Trainees			Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: Layout suitable for the theoretical part			Formative Assessment: Written and Practical Test		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> International agreements and conventions regarding National legislation for implementing international agreements and conventions Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> Review of the previous topics Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual Presentation
1 hour and 20 minutes	Core Elements	5. Contingency plans for response to emergencies	The MTI is required to specify suitable activities for the delivery of the topic.	The MTI is required to specify suitable learning activities	<ul style="list-style-type: none"> Visual Presentation A3 – <ul style="list-style-type: none"> Contingency Plan Manual Safety Management System Manual

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
					<ul style="list-style-type: none"> ○ Manual - Planned Maintenance System (PMS) ○ Emergency Towing Arrangement (ETA) Manual ○ Damage Control Plan
1 hour and 30 minutes		<p>Practical Exercise 5</p> <p>Analyze the appropriate action of the ship's crew in handling an emergency situation in accordance with the established procedure in a given scenario</p>	<p>Practical Exercise 5</p> <p>The MTI is required to specify suitable activities for the conduct of practical exercise on how to analyze the appropriate action of the ship's crew in handling an emergency situation in accordance with the established procedure</p>	<p>Practical Exercise 5</p> <p>Participating in the practical exercise in analyzing the appropriate action of the ship's crew in handling an emergency situation in accordance with the established procedure</p>	Exercise Sheet A6.5
5 minutes	Conclusion	Contingency plans for response to emergencies	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> - Formative test - Oral Examination - Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	Visual presentation

Course: Management Level Course for Marine Deck Officers (Function 3)			Competence: Develop emergency and damage control plans and handle emergency situations		
			Knowledge, Understanding and Proficiency: Ship construction, including damage control		
			Topic: 6. Ship construction and damage control		
No. of Trainees: Twenty-Four (24) Trainees			Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: Layout suitable for the theoretical part			Formative Assessment: Written and Practical Test		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> Contingency plans for response to emergencies Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> Review of the previous topics Presentation of the ILOs or other activities to motivate the trainees 	<ul style="list-style-type: none"> Participating, sharing insights and learning gained, asking and answering questions 	Visual Presentation
50 minutes	Core Elements	6. Ship construction and damage control	The MTI is required to specify suitable activities for the delivery of the topic.	The MTI is required to specify suitable learning activities	<ul style="list-style-type: none"> Visual Presentation A3 – <ul style="list-style-type: none"> Contingency Plan Manual Safety Management System Manual Damage Control Plan

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
1 hour and 30 minutes		<p>Practical Exercise 6</p> <p>Analyze the appropriate emergency and damage control plans based on the results of the evaluation taking into consideration the best management practices in a given scenario</p>	<p>Practical Exercise 6</p> <p>The MTI is required to specify suitable activities for the conduct of practical exercise on how to analyze the appropriate emergency and damage control plans based on the results of the evaluation taking into consideration the best management practices</p>	<p>Practical Exercise 6</p> <p>Participating in the practical exercise in analyzing the appropriate emergency and damage control plans based on the results of the evaluation taking into consideration the best management practices</p>	<ul style="list-style-type: none"> Contingency Plan Manual Exercise Sheet A6.6
5 minutes	Conclusion	Ship construction and damage control	<ul style="list-style-type: none"> Make generalization and abstraction about the lesson Assess the learning which may come from any of the following: <ul style="list-style-type: none"> Formative test Oral Examination Assignment Other activities to check the retention of learning 	<ul style="list-style-type: none"> Participating, sharing insights and learning gained Answering/ asking questions 	Visual presentation

Course: Management Level Course for Marine Deck Officers (Function 3)			Competence: Develop emergency and damage control plans and handle emergency situations		
			Knowledge, Understanding and Proficiency: Methods and aids for fire prevention, detection and extinction		
			Topic: 7. Methods and aids for fire prevention, detection and extinction		
No. of Trainees: Twenty-Four (24) Trainees			Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: Layout suitable for the theoretical part			Formative Assessment: Written and Practical Test		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> Ship construction and damage control Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> Review of the previous topics Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual presentation
50 minutes	Core Elements	7. Methods and aids for fire prevention, detection and extinction	The MTI is required to specify suitable activities for the delivery of the topic.	The MTI is required to specify suitable learning activities	Visual presentation

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
1 hour	Core Elements	<p>Practical Exercise 7</p> <p>Evaluate effectiveness of the methods for fire prevention, detection, and extinction and its corresponding aids in accordance with emergency procedures on board</p>	<p>Practical Exercise 7</p> <p>The MTI is required to specify suitable activities for the conduct of practical exercise in evaluating the effectiveness of the methods for fire prevention, detection, and extinction and its corresponding aids in accordance with emergency procedures on board</p>	<p>Practical Exercise 7</p> <p>Participating in the practical exercise in evaluating the effectiveness of the methods for fire prevention, detection, and extinction and its corresponding aids in accordance with emergency procedures on board</p>	<ul style="list-style-type: none"> • Fire Fighting Equipment Maintenance Manual • Safety Management System Manual • Exercise Sheet A6.7
5 minutes	Conclusion	Methods and aids for fire prevention, detection and extinction	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> - Formative test - Oral Examination - Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	Visual presentation

Course: Management Level Course for Marine Deck Officers (Function 3)			Competence: Develop emergency and damage control plans and handle emergency situations		
			Knowledge, Understanding and Proficiency: Functions and use of life-saving appliances		
			Topic: 8. Functions and use of life-saving appliances		
No. of Trainees: Twenty-Four (24) Trainees			Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: Layout suitable for the theoretical part			Formative Assessment: Written and Practical Test		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> • Methods and aids for fire prevention, detection and extinction • Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> • Review of the previous topics • Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual presentation
50 minutes	Core Elements	8. Functions and use of life-saving appliances	The MTI is required to specify suitable activities for the delivery of the topic.	The MTI is required to specify suitable learning activities	Visual presentation

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
1 hour		<p>Practical Exercise 8</p> <p>Evaluate the effectiveness of the functions and proper use of life-saving appliances on board a ship in accordance with emergency procedures on board</p>	<p>Practical Exercise 8</p> <p>The MTI is required to specify suitable activities for the conduct of practical exercise on how to evaluate the effectiveness of the functions and proper use of life-saving appliances on board a ship in accordance with emergency procedures on board</p>	<p>Practical Exercise 8</p> <p>Participating in the practical exercise in evaluating effectiveness of the functions and proper use of life-saving appliances on board a ship in accordance with emergency procedures on board</p>	<ul style="list-style-type: none"> • Life Saving Maintenance Manual • Manual - Planned Maintenance System (PMS) • Detailed Plan Form • Cargo Operation Forms • Port Log • Exercise Sheet A6.8
5 minutes	Conclusion	Functions and use of life-saving appliances	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> - Formative test - Oral Examination - Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	Visual presentation

Course: Management Level Course for Marine Deck Officers (Function 3)			Competence: Maintain Safety and Security of Ship's Crew and Passengers and the Operational Condition of Life-Saving, Fire-fighting and other Safety Systems		
			Knowledge, Understanding and Proficiency: Thorough knowledge of life-saving appliance regulations (International Convention for the Safety of Life at Sea)		
			Topic: 9. Life-saving appliance regulations (International Convention for the Safety of Life at Sea)		
No. of Trainees: Twenty-Four (24) Trainees			Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: Layout suitable for the theoretical part			Formative Assessment: Written Test		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> Functions and use of life-saving appliances Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> Review of the previous topics Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual presentation
50 minutes	Core Elements	9. Life-saving appliance regulations (International Convention for the Safety of Life at Sea)	The MTI is required to specify suitable activities for the delivery of the topic.	The MTI is required to specify suitable learning activities	<ul style="list-style-type: none"> Visual presentation A3 - Life Saving Maintenance Manual Manual - Planned Maintenance System (PMS)

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Conclusion	Life-saving appliance regulations (International Convention for the Safety of Life at Sea)	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> - Formative test - Oral Examination - Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	Visual presentation

Course: Management Level Course for Marine Deck Officers (Function 3)			Competence: Maintain Safety and Security of Ship's Crew and Passengers and the Operational Condition of Life-Saving, Fire-fighting and other Safety Systems		
			Knowledge, Understanding and Proficiency: Organization of fire drills and abandon ship drills		
			Topic: 10. Organization of fire drills and abandon ship drills		
No. of Trainees: Twenty-Four (24) Trainees			Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: Layout suitable for the theoretical part			Formative Assessment: Written and Practical Test		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
10 minutes	Introduction	<ul style="list-style-type: none"> Life-saving appliance regulations Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> Review of the previous topics Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual Presentation
1 hour and 40 minutes	Core Elements	10. Organization of fire drills and abandon ship drills	The MTI is required to specify suitable activities for the delivery of the topic.	The MTI is required to specify suitable learning activities	<ul style="list-style-type: none"> Visual presentation A3 - Fire Fighting Equipment Maintenance Manual A4 - Initial Assessment Checklist

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
1 hour and 30 minutes	Core Elements	<p>Practical Exercise 9</p> <p>Plan the fire and abandon ship drills in accordance with established emergency procedures in a given scenario</p>	<p>Practical Exercise 9</p> <p>The MTI is required to specify suitable activities for the conduct of practical exercise on how to plan fire and abandon ship drills in accordance with established emergency procedures</p>	<p>Practical Exercise 9</p> <p>Participating in the practical exercise in planning a fire and abandon ship drills in accordance with established emergency procedures</p>	<ul style="list-style-type: none"> • Fire Fighting Equipment Maintenance Manual • Safety Management System Manual • Contingency Plan Manual • Emergency Towing Arrangement (ETA) Manual • Shipboard Drill Matrix Form • Incident Report Forms • Exercise Sheet A6.9
10 minutes	Conclusion	Organization of fire drills and abandon ship drills	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> - Formative test - Oral Examination - Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	Visual presentation

Course: Management Level Course for Marine Deck Officers (Function 3)			Competence: Maintain Safety and Security of Ship's Crew and Passengers and the Operational Condition of Life-Saving, Fire-fighting and other Safety Systems		
			Knowledge, Understanding and Proficiency: Maintenance of operational condition of life-saving, fire-fighting and other safety systems		
			Topic: 11. Maintenance of operational conditions of life-saving, fire-fighting and other safety systems		
No. of Trainees: Twenty-Four (24) Trainees			Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: Layout suitable for the theoretical part			Formative Assessment: Written Test		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
10 minutes	Introduction	<ul style="list-style-type: none"> • Fire drills and abandon ship drills • Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> • Review of the previous topics • Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual presentation
1 hour and 40 minutes	Core Elements	11. Maintenance of life-saving, fire-fighting and other safety systems	The MTI is required to specify suitable activities for the delivery of the topic.	The MTI is required to specify suitable learning activities	<ul style="list-style-type: none"> • Visual presentation • A3 – <ul style="list-style-type: none"> ○ Life Saving Maintenance Manual ○ Manual - Planned Maintenance System (PMS)

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
10 minutes	Conclusion	Maintenance of operational conditions of life-saving, fire-fighting and other safety systems	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> - Formative test - Oral Examination - Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	Visual presentation

Course: Management Level Course for Marine Deck Officers (Function 3)		Competence: Maintain Safety and Security of Ship's Crew and Passengers and the Operational Condition of Life-Saving, Fire-fighting and other Safety Systems			
		Knowledge, Understanding and Proficiency: Actions to be taken to protect and safeguard all persons on board in emergencies			
		Topic: 12. Action to be taken to protect and safeguard of all persons on board			
No. of Trainees: Twenty-Four (24) Trainees		Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes			
Class Layout: Layo-ut suitable for the theoretical part		Formative Assessment: Written and Practical Test			
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
10 minutes	Introduction	<ul style="list-style-type: none"> Maintenance of life-saving, fire-fighting and other safety systems Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> Review of the previous topics Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual presentation
1 hour and 40 minutes	Core Elements	12. Action to be taken to protect and safeguard of all persons on board	The MTI is required to specify suitable activities for the delivery of the topic.	The MTI is required to specify suitable learning activities	Visual presentation

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
2 hours	Core Elements	<p>Practical Exercise 10</p> <p>Analyze the appropriate measures to be taken to protect and safeguard all personnel on board in emergencies in accordance with the contingency plan manual in a given scenario</p>	<p>Practical Exercise 10</p> <p>The MTI is required to specify suitable activities for the conduct of practical exercise on how to analyze the appropriate measures to be taken to protect and safeguard all personnel on board in emergencies in accordance with the contingency plan manual through given scenarios</p>	<p>Practical Exercise 10</p> <p>Participating in the practical exercise in analyzing the appropriate measures to be taken to protect and safeguard all personnel on board in emergencies in accordance with the contingency plan manual</p>	<ul style="list-style-type: none"> • Life Saving Maintenance Manual • Safety Management System Manual • Shipboard Drill Matrix Form • Risk Assessment • Exercise Sheet A6.10
10 minutes	Conclusion	Action to be taken to protect and safeguard of all persons on board	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> - Formative test - Oral Examination - Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	Visual presentation

Course: Management Level Course for Marine Deck Officers (Function 3)			Competence: Maintain Safety and Security of Ship's Crew and Passengers and the Operational Condition of Life-Saving, Fire-fighting and other Safety Systems		
			Knowledge, Understanding and Proficiency: Actions to limit damage and save the ship following a fire, explosion, collision or grounding		
			Topic: 13. Action to limit damage and save the ship		
No. of Trainees: Twenty-Four (24) Trainees			Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: Layout suitable for the theoretical part			Formative Assessment: Written and Practical Test		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> Protection and safeguard of all persons on board Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> Review of the previous topics Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual presentation
50 minutes	Core Elements	13. Action to limit damage and save the ship	The MTI is required to specify suitable activities for the delivery of the topic.	The MTI is required to specify suitable learning activities	Visual presentation

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
1.0 hour		<p>Practical Exercise 9</p> <p>Analyze the appropriate measures to be taken to limit damage and save the ship following a fire, explosion, collision or grounding in accordance with the established procedures.</p>	<p>Practical Exercise 9</p> <p>The MTI is required to specify suitable activities for the conduct of practical exercise on how to analyze the appropriate measures to be taken to limit damage and save the ship following a fire, explosion, collision or grounding in accordance with the established procedures</p>	<p>Practical Exercise 9</p> <p>Participating in the practical exercise in analyzing the appropriate measures to be taken to limit damage and save the ship following a fire, explosion, collision or grounding in accordance with the established procedures</p>	<ul style="list-style-type: none"> • Life Saving Maintenance Manual • Contingency Plan Manual • Safety Management System Manual • Damage Control Plan • Detailed Plan Form • Exercise Sheet A6.11
5 minutes	Conclusion	Action to limit damage and save the ship	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> • Formative test • Oral Examination • Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	Visual presentation

Course: Management Level Course for Marine Deck Officers (Function 3)			Competence: Use of leadership and management skills		
			Knowledge, Understanding and Proficiency: Knowledge of shipboard personnel management and training		
			Topic: 14. Shipboard personnel management and training		
No. of Trainees: Twenty-Four (24) Trainees			Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: Layout suitable for the theoretical part			Formative Assessment: Written and Practical Test		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> Limiting damage and save the ship Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> Review of the previous topics Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual presentation
1 hour and 20 minutes	Core Elements	14. Shipboard personnel management and training	The MTI is required to specify suitable activities for the delivery of the topic.	The MTI is required to specify suitable learning activities	Visual presentation

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
2 hours	Core Elements	<p>Practical Exercise 11</p> <p>Create appropriate learning, development and operational training requirements and activities in accordance with generally accepted principles.</p>	<p>Practical Exercise 11</p> <p>The MTI is required to specify suitable activities for the conduct of practical exercise on how to create appropriate learning, development and operational training requirements and activities</p>	<p>Practical Exercise 11</p> <p>Participating in the practical exercise in creating appropriate learning, development and operational training requirements and activities</p>	<ul style="list-style-type: none"> • Initial Assessment Checklist • Training Needs Analysis (TNA) Form • Exercise Sheet A6.11
5 minutes	Conclusion	Shipboard personnel management and training	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> - Formative test - Oral Examination - Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	Visual presentation

Course: Management Level Course for Marine Deck Officers (Function 3)			Competence: Use of leadership and management skills		
			Knowledge, Understanding and Proficiency: A knowledge of related international maritime conventions and recommendations, and national legislation		
			Topic: 15. International maritime conventions and recommendations, and national legislation		
No. of Trainees: Twenty-four (24) Trainees			Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: Layout suitable for the theoretical part			Formative Assessment: Written Test		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> Shipboard personnel management and training Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> Review of the previous topics Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual presentation
50 minutes	Core Elements	15. International maritime conventions and recommendations, and national legislation	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	Visual presentation
5 minutes	Conclusion	International maritime conventions and recommendations, and national legislation	<ul style="list-style-type: none"> Make generalization and abstraction about the lesson Assess the learning which may come from any of the following: <ul style="list-style-type: none"> Formative test Oral Examination Assignment Other activities to check the retention of learning 	<ul style="list-style-type: none"> Participating, sharing insights and learning gained Answering/ asking questions 	Visual presentation

Course: Management Level Course for Marine Deck Officers (Function 3)			Competence: Use of leadership and management skills		
			Knowledge, Understanding and Proficiency: Ability to apply task and workload management, including: <ol style="list-style-type: none"> 1. Planning and coordination 2. Personal assignment 3. Time and resource constraint 4. Prioritization 		
			Topic: 16. Task and workload management		
No. of Trainees: Twenty-Four (24) Trainees			Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: Layout suitable for the theoretical part			Formative Assessment: Written and Practical Test		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> • International maritime conventions and recommendations, and national legislation • Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> • Review of the previous topics • Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual presentation
1 hour and 20 minutes	Core Elements	16. Task and workload management	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	Visual presentation

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
1 hour	Core Elements	<p>Practical Exercise 13</p> <p>Apply task and workload management in accordance with safe working practices through a given scenario, including:</p> <ul style="list-style-type: none"> ● planning and coordination ● personnel assignment ● time and resource constraints ● prioritization <p>Monitor the effectiveness of task and workload management and adjust as necessary.</p>	<p>Practical Exercise 13</p> <p>The MTI is required to specify suitable activities for the conduct of practical exercise on how to apply task and workload management in accordance with safe working practices through a given scenario, including:</p> <ul style="list-style-type: none"> ● planning and coordination ● personnel assignment ● time and resource constraints ● prioritization <p>The MTI is required to specify suitable activities for the conduct of practical exercise on how to monitor the effectiveness of task and workload management and adjust as necessary.</p>	<p>Practical Exercise 13</p> <p>Participating in the practical exercise in applying the task and workload management in accordance with safe working practices through a given scenario, including:</p> <ul style="list-style-type: none"> ● planning and coordination ● personnel assignment ● time and resource constraints ● prioritization <p>Participating in the practical exercise in monitoring the effectiveness of task and workload management and adjust as necessary.</p>	<ul style="list-style-type: none"> ● Detailed Plan Form ● Risk Assessment Form ● Exercise Sheet A6.13

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Conclusion	Task and workload management	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> • Formative test • Oral Examination • Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	Visual presentation

Course: Management Level Course for Marine Deck Officers (Function 3)			Competence: Use of leadership and management skills		
			Knowledge, Understanding and Proficiency: Knowledge and ability to apply effective resource management: <ol style="list-style-type: none"> 1. Allocation, assignment, and prioritization of resources 2. Effective communication on board and ashore 3. Decisions reflect consideration of team experiences 4. Assertiveness and leadership, including motivation 5. Obtaining and maintaining situation awareness 		
			Topic: 17. Effective Resource Management		
No. of Trainees: Twenty-Four (24) Trainees			Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: Layout suitable for the theoretical part			Formative Assessment: Written and Practical Test		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> • Task and workload management • Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> • Review of the previous topics • Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual presentation
50 minutes	Core Elements	17. Effective Resource Management	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	Visual presentation

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
1 hour and 30 minutes	Core Elements	<p>Practical Exercise 14</p> <p>Apply the effective resource management in accordance with the established safety procedures through a given scenario.</p>	<p>Practical Exercise 14</p> <p>The MTI is required to specify suitable activities for the conduct of practical exercise on how to apply effective resource management in accordance with the established safety procedures through a given scenario.</p>	<p>Practical Exercise 14</p> <p>Participating in the practical exercise in applying effective resource management in accordance with the established safety procedures through a given scenario.</p>	<ul style="list-style-type: none"> Exercise Sheet A6.14
5 minutes	Conclusion	Effective Resource Management	<ul style="list-style-type: none"> Make generalization and abstraction about the lesson Assess the learning which may come from any of the following: <ul style="list-style-type: none"> Formative test Oral Examination Assignment Other activities to check the retention of learning 	<ul style="list-style-type: none"> Participating, sharing insights and learning gained Answering/ asking questions 	Visual presentation

Course: Management Level Course for Marine Deck Officers (Function 3)			Competence: Use of leadership and management skills		
			Knowledge, Understanding and Proficiency: Knowledge and ability to apply decision-making techniques: <ol style="list-style-type: none"> 1. Situation and risk assessment; 2. Identify and generate options; 3. Selecting course of action; 4. Evaluation of outcome effectiveness 		
			Topic: 18. Decision-making techniques		
No. of Trainees: Twenty-Four (24) Trainees			Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: Layout suitable for the theoretical part			Formative Assessment: Written Test and Practical Test		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> • Effective Resource Management • Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> • Review of the previous topics • Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual presentation
1 hour and 50 minutes	Core Elements	18. Decision-making techniques	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	Visual presentation

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
1 hour and 30 minutes	Core Elements	<p>Practical Exercise 15</p> <p>Apply the most effective decision-making techniques in accordance with the established safety procedures through a given scenario.</p>	<p>Practical Exercise 15</p> <p>The MTI is required to specify suitable activities for the conduct of practical exercise on how to apply the most effective decision-making techniques in accordance with the established safety procedures through a given scenario.</p>	<p>Practical Exercise 15</p> <p>Participating in the practical exercise in apply the most effective decision-making techniques in accordance with the established safety procedures through a given scenario.</p>	Exercise Sheet A6.15
5 minutes	Conclusion	Decision-making techniques	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> • Formative test • Oral Examination • Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	Visual presentation

Course: Management Level Course for Marine Deck Officers (Function 3)			Competence: Use of leadership and management skills		
			Knowledge, Understanding and Proficiency: Development, implementation, and oversight of standard operating procedures		
			Topic: 19. Development, implementation, and oversight of standard operating procedures		
No. of Trainees: Twenty-Four (24) Trainees			Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: Layout suitable for the theoretical part			Formative Assessment: Written and Practical Test		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> Decision-making techniques Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> Review of the previous topics Presentation of the ILOs or other activities to motivate the trainees 	Participating, sharing insights and learning gained, asking and answering questions	Visual presentation
1 hour and 30 minutes	Core Elements	19. Development, implementation, and oversight of standard operating procedures	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	Visual presentation

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
	Core Elements	<p>Practical Exercise 16</p> <p>Develop, implement and oversee the standard operating procedures in accordance with operational requirements and applicable rules (e.g. master standing order, night order book, bunkering, cargo operations, etc.) in a given scenario</p>	<p>Practical Exercise 16</p> <p>The MTI is required to specify suitable activities for the conduct of practical exercise on how to develop, implement, and oversee the standard operating procedures in accordance with operational requirements and applicable rules (e.g. master standing order, night order book, bunkering, cargo operations, etc.) through a given scenario.</p>	<p>Practical Exercise 16</p> <p>Participating in the practical exercise in developing, implementing and overseeing the standard operating procedures in accordance with operational requirements and applicable rules (e.g. master standing order, night order book, bunkering, cargo operations, etc.) through a given scenario.</p>	<ul style="list-style-type: none"> • Contingency Plan Manual • Safety Management System Manual • Manual - Planned Maintenance System (PMS) • Checklist for Inspection Plan • Cargo Operation Forms • Exercise Sheet A7.16
5 minutes	Conclusion	<p>Development, implementation, and oversight of standard operating procedures</p>	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> - Formative test - Oral Examination - Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	<p>Visual presentation</p>

<p>Course: Management Level Course for Marine Deck Officers (Function 3)</p>			<p>Competence: Organize and manage the provision of medical care on board</p>		
			<p>Knowledge, Understanding and Proficiency:</p> <p>A thorough knowledge of the use and contents of the following publications:</p> <ol style="list-style-type: none"> 1. International Medical Guide for ships or equivalent national publications 2. Medical section of the international Code of Signals 3. Medical First Aid Guide for Us in Accidents involving Dangerous Goods 		
			<p>Topic:</p> <p>20. International Medical Guide for Ships involving Dangerous Goods</p>		
<p>No. of Trainees: Twenty-Four (24) Trainees</p>			<p>Learning Outcome/s: At the end of the session, the trainees must be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes</p>		
<p>Class Layout: Layout suitable for the theoretical part</p>			<p>Formative Assessment: Written Test</p>		
Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Introduction	<ul style="list-style-type: none"> • Standard operating procedures • Intended Learning Outcomes (ILOs) 	<ul style="list-style-type: none"> • Review of the previous topics • Presentation of the ILOs or other activities to motivate the trainees 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained, asking and answering questions 	Visual presentation
1 hour and 50 minutes	Core Elements	20. International Medical Guide for Ships involving Dangerous Goods	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	Visual presentation

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	Conclusion	International Medical Guide for Ships involving Dangerous Goods	<ul style="list-style-type: none"> • Make generalization and abstraction about the lesson • Assess the learning which may come from any of the following: <ul style="list-style-type: none"> - Formative test - Oral Examination - Assignment • Other activities to check the retention of learning 	<ul style="list-style-type: none"> • Participating, sharing insights and learning gained • Answering/ asking questions 	Visual presentation