**MEMORANDUM CIRCULAR No. SC-2021-\_\_**

**TO: ALL SEAFARERS, MARITIME INDUSTRY STAKEHOLDERS, MARITIME TRAINING INSTITUTIONS, PORT STATE CONTROL, AND OTHER ENTITIES AND INDIVIDUALS CONCERNED**

**SUBJECT: REVISED GUIDELINES ON TRAINING AND ASSESSMENTOF SEAFARERS BY DISTANCE LEARNING AND E-LEARNING IN ACCORDANCE WITH THE PROVISIONS OF REGULATION 1/6 OF THE STCW CONVENTION, 1978, AS AMENDED**

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Pursuant to Republic Act 10635 and its Implementing Rules and Regulations (IRR), and the International Convention on Standards of Training, Certification and Watchkeeping (STCW) for Seafarers, 1978, as amended, the following rules shall govern the development, approval and conduct of training and assessment of seafarers by distance learning, e-learning and blended learning modes:

1. **OBJECTIVE**

To prescribe the guidelines on the training and assessment of seafarers by distance learning and e-learning, in compliance with the requirements of Regulation 1/6 of the STCW Convention, 1978, as amended.

1. **COVERAGE**

These guidelines shall cover the development, approval and conduct of training and assessment of seafarers through distance learning, e-learning and blended learning modes applicable to Maritime Training Institutions (MTIs).

1. **DEFINITION OFTERMS**

For the purpose of this Circular, in addition to the terms defined under the relevant MARINA and STCW Circulars, the following terms are defined as:

1. **Distance learning (DL)** / **e-Learning (EL)** refers to the conduct of training where students receive instruction through online classes, video recordings, video conferencing, or any other audio/visual technology medium. It enables students to undergo training without having to be physically present in a classroom.
2. **Blended Learning (BL)** refers to the combination of distance/e-learning and face-to-face modes of delivery of training of seafarers.
3. **Face-to-face learning** refers an instructor-led activities in a traditional setting to the conduct of practical or laboratory part of the maritime training courses using laboratory facilities and equipment, including simulator.
4. **Synchronous delivery** (online learning) refers to the conduct of classes through distance or e-learning which occurs through virtual a platform while the instructors and students are separated physically but connected real-time through the internet or other medium.
5. **Asynchronous delivery** (offline learning) refers to the conduct of classes through distance or e-learning that do not occur in the same place or at the same time.
6. **Learning Management System (LMS)** refers to the software application used by the MTI in the administration, documentation, tracking, reporting, automation and delivery of maritime training courses.
7. **Integrated Management System (IMS) Learning Tools Interoperability (LTI)** refers to a standard developed by **IMS** Global Learning Consortium, which allows courseware and learning tools from different vendors to be launched within a learning platform, often an LMS.
8. **Receiving technology** refers to the hardware and software associated with and used by the trainee.
9. **GENERAL PROVISIONS**
10. Based on paragraph 7, Section B-I/6 of the STCW Code, the conduct of training by distance learning and e-learning programme shall:
	1. be provided by Maritime Training Institution whose courses are duly approved and accredited by the Administration;
	2. be suitable for the selected objectives and training tasks to meet the level of competence for the subject covered;
	3. have clear and unambiguous instructions for the trainees to understand the operations of the programme;
	4. provide learning outcomes that meet all the requirements to underpin knowledge and proficiency of the subject;
	5. enable the trainee to systematically reflect his learnings through self-assessment and instructor-marked assignments; and
	6. provide professional tutorial support through telephone, facsimile or e­mail communications or other electronic means.
11. Based on paragraph 11, Section B-I/6 of the STCW Code, the conduct of examination and assessment of the trainee's progress and achievements by distance learning and e-learning shall:
	1. clearly provide information to the trainees on the way the examinations are conducted and how the results are communicated;
	2. use test questions that are comprehensive and will adequately assess the trainee's competence appropriate to the level being examined;
	3. ensure questions that are up to date;
	4. prescribe the conditions where the examinations can take place and the procedures for invigilation to be conducted;
	5. secure procedure that will prevent cheating;
	6. secure validation procedures to record results for the benefit of the Administration; and
	7. embed modular, formative and summative examinations in the LMS. Practical assessment shall be conducted on the approved and registered centers of the institutions and conducted in the presence of accredited assessors.
12. An MTI may apply to offer a training course to be delivered through distance/e-learning mode even without having an existing approved training course under MARINA Circular No. 2013-01, and its subsequent amendments.

1. The applicant MTI shall be required to comply with all the requirements in MARINA Circular No. 2013-01, and its subsequent amendments. The application to offer training courses through distance and e-learning shall be evaluated and approved in accordance with the process provided therein.
2. Distance/e-learning can be delivered through any of the following schemes:
	1. *Blended Learning* – the combination of learning at a distance (for the theoretical component) and the traditional face-to-face on campus training(for the practical component); or
	2. *Online learning* – refers to the mode of distance and e-learning that uses purely online tools for learning wherein lectures, assignments, tests are all enabled by virtual platform.

**Annex 1** provides the complete list of STCW mandatory training courses that may be delivered through blended learning and online learning.

The STCW mandatory training courses that can be offered through blended learning are courses that require use of laboratory equipment and/or simulators in training and assessment. Training courses that can be delivered through online learning are those whose practical exercises and assessment that can be conducted as table-top exercises.

1. All STCW mandatory training courses that shall be delivered through distance/e-learning or blended learning shall require prior approval from the Maritime Administration based on the requirements of this Circular, which shall be valid for three (3) years subject to regular monitoring and surveillance.
2. The MTI shall establish an LMS covering the administration, documentation, delivery, monitoring, and reporting of maritime training courses being offered.
3. The offering of training courses through distance/e-learning must be covered in the quality standards system of the institution.
4. Conduct of practical exercises and assessments that require the use of laboratory equipment and/or simulator shall be conducted face-to-face.
5. The requirements set under this Circular shall be applicable only to STCW mandatory training courses required for purposes of issuance of relevant STCW certification.
6. **SPECIFIC PROVISIONS**
7. Quality Standards System

The MTI shall have a documented Quality Standards System (QSS) as required under Regulation 1/8 (Quality Standards) of the STCW Convention, 1978, as amended. The QSS shall cover all relevant systems, processes and procedures to ensure the achievement of defined objectives, standards of competence, and knowledge, understanding and proficiency prescribed under the STCW Convention, including the implementation and delivery of training courses through distance/e-learning and blended learning modes.

1. Approved Training Courses

2.1 *Approved distance learning and e-learning course*

.1 Pursuant to regulation 1/6 and Section A-I/6 of the STCW Convention, 1978, as amended, MTls shall ensure that trainings are designed and structured in accordance with written programs, methods and media of delivery, procedures and course materials as are necessary to achieve the prescribed standards of competence under the said Convention.

The topics and corresponding teaching-learning activities that would be delivered through distance learning and e-learning must be evidently identified from those that would require face-to-face instructor and trainee interaction.

.2 MTIs shall also ensure that Instructors and Assessors who are responsible for the training and assessment including those responsible for the supervision thereof, are appropriately qualified in accordance with the existing qualification standards prescribed by MARINA and the MTl's own quality policies and procedures.

.3 MTls shall offer and conduct the approved training courses through distance learning and e-learning, only after the necessary approval has been granted by MARINA.

* 1. *Training requirements*

.1 MTls shall submit with its own design and structure of the approved training courses to be delivered through distance/e-learning based on the minimum training standards prescribed by the Administration.

.2 The documentation of the training courses to be delivered through distance/e-learning shall consist of the following minimum components:

* Part A (Course Framework);
* Part B (Course Outline and Timetable);
* Part C (Course Syllabus);
* Part D (Instructor’s Guide);
* Part E (Course Assessment);
* Instructional Materials; and
* Assessment Tools for written examination and practical assessment.

.3 The MTI shall specify the minimum number of hours for identified classroom and laboratory interface based on the time allotted for each topic in the Course Outline and Timetable, exclusive of the time needed for examination and assessment.

.4 The number of classroom and simulator hours set in the training standards are the minimum and maybe increased, as necessary, to cover topic(s) relevant to achieve the prescribed standards of competence appropriate to corresponding regulations under the STCW Convention.

.5 For asynchronous delivery, the MTI shall design and develop the instructional materials as self-learning and interactive materials, and formative assessments must be embedded therein to ensure that learning outcomes are checked at specific points where they are expected to have been achieved by the trainees.

.6 The MTI shall ensure that the trainees, upon enrolment, provide a valid Medical Certificate, which shall not be more than two (2) years from the date of issuance, from a DOH-accredited medical clinic/hospital with QSS in place, in accordance with Regulation 1/9 of the STCW Convention.

* 1. *Instructor, Assessor and Supervisor*

.1 MTls shall be required to have the following personnel for each training program:

* + - minimum of two (2) accredited Instructors;
		- minimum of one (1) accredited Assessor; and
		- a designated person responsible for the supervision of all training courses offered by the institution.

.2 The Instructors and Assessors shall hold valid accreditation in the training course/s that they will be assigned in accordance with the requirements under MARINA STCW Circular No. 2014-04, and its subsequent amendments.

.3 MTIs shall be required to submit the following documents of their Instructors and Assessors:

* + Training Certificate on attendance to training on online distance learning; and
	+ Certificate of Attendance on familiarization on how to use the Learning Management System (LMS) that they will be using, which may be issued by the MTI or by the developer of the LMS.

.4 A list of Instructors, Assessors and Supervisor shall be submitted in support of the MTl's application for approval of the training courses intended to be offered through distance/e-learning using the approved Accreditation Forms.

* 1. *Facilities and Equipment*

.1 MTls shall provide its own training equipment as required in Part A (Course Framework). The training equipment prescribed therein are the minimum and does not restrain MTIs in using additional equipment that can help achieve the prescribed standards of competence under the STCW Convention. They shall further, ensure that the training equipment and simulators in laboratories and simulator rooms, respectively, are set-up in such a way that each trainee shall have sufficient exposure to use them during training and assessments.

.2 A list of Training Facilities and Equipment to be used shall be provided and submitted in support of the MTl's application for approval using the approved Accreditation Forms.

* 1. *Textbooks and Other References, Videos and Other Teaching Aids*

.1 It shall be the responsibility of the MTls to determine and select the textbooks and other references, videos and teaching aids that will be used in designing, structuring and effective delivery of the training courses they intend to offer.

.2 The list of textbooks and other references, videos and teaching aids to be used shall be provided and submitted in support of the MTl's application for approval using the approved Accreditation Forms.

* 1. *Administrative Requirements*

The MTI shall comply with all the Administrative Requirements as provided under MARINA Circular No. 2013 - 01, and its subsequent amendments.

1. Examination and Assessment System

The MTI must have a documented system for examination and assessment as required under MARINA Circular No. 2013-01, as amended, and in STCW Circular 2018-02in relation to Section A-I/6 of the STCW Code.

1. Approval of the Training Course

The approval and implementation of training courses to be delivered through distance/e-learning shall follow the process and requirements provided under MARINA Circular No. 2013-01, and its subsequent amendments.

The basis for evaluation of distance/e-learning was contained in **Annex 2** of this circular.

1. Completion of the Training Course
	1. Trainees who have successfully completed the training courses delivered through distance/e-learning and passed the examination and assessment thereof shall be issued a Certificate of Training Completion.
	2. Students enrolled in distance and e-learning courses should be able to complete the requirements of the course within one (1) year from the time of enrolment.
	3. The format of such certificate shall be in accordance with the corresponding STCW Circular prescribing the requirements of the courses.
2. Learning Management System (LMS)

LMS refers to the software application used in the administration, documentation, tracking, reporting, automation and delivery of the training courses through distance/e-learning mode. It also pertains to the use of a system to provide a number of critical services that make the interaction between the instructor, assessor and students more seamless.

Learning Management System, which “puts all functions for on- and offline course operation together such as term operation and course management, assessments for learning evaluation, trainees work scoring and correction, attendance and progress management, and certificate issue and setting”, is required.

Social media content should be integrated into the system, such as videos and live streams to create an immersive learning experience.

Learning pages should be fully customized in the style of web pages with modular components. The LMS can be linked via the YouTube API to enable simultaneous YouTube live streaming.

The storage and management of certification, which allows on-demand printing of the trainees’ entire history of certifications by course or single classes, should be available, with the customization of certificate templates.

The function to add video watermarks is required in order to safeguard intellectual property from external leaks. These watermarks can be both text and images and also allow the tracing of the leakage route, even if it is an external recording of the lecture.

The platform should support content curation by allowing users to combine class contents from existing courses to new ones. It should also offer a search engine for finding existing class contents saved in the pool.

The hierarchy and powers of administrators, instructors and trainees should be flexible and suit a broad range of customization to support the staff networks of all academic institutions.

The Features of the LMS of the institution shall be SCORM compliant or certified by an IT certification system.

The LMS to be used in the delivery of training courses shall comply with the following:

6.1 Administration

A unique personal account must be assigned to every trainee to access the training materials, participate in the teaching-learning activities, and submit assignments to comply with the course requirements.

6.2 Delivery/Documentation

A mechanism in the LMS must include a set of guidelines that show what is to be expected in the course including, but not limited to:

.1 Course information

* Introduction
* Course Outline
* Course Schedule (online sessions)
* Learning Objectives
* Instructors and Assessors(bio and contact information)
* Text and Resources
* Assessment (list and values)
* Checklist of Activities and Assignments
* System or Technical Requirements
* Help and Technical Support
* Link to the Library and other resources
* Academic Integrity and Netiquette
* Institutional links: American Psychological Association (APA), Good Writing, Academic Dishonesty

.2 Communications

* Announcements
* Course Email
* Discussion Forums
* Online bulletin board

.3 Content

* Modules
* Presentation materials
* Instructor notes
* Reading and additional resources
* Assignments
* Self-assessment
* Examination and assessment

.4 Trainee course feedback form

* 1. Tracking and Monitoring

.1 The LMS must be able to track and monitor the progress of each trainee in completing all course activities and assignments including the evaluation conducted by the instructor.

.2 Presentation materials must require active participation from the trainees at various points to ensure that they are continuously participating. Activities must involve the trainees’ progress and material-related questions be raised to gauge their understanding as well as participation. A separate modular/ function/ competency-based examinations and activities have to be set in place.

.3 A mechanism should be available to track the trainee’s progress consisting of time spent viewing the materials as well as grading of information.

.4 For synchronous delivery of teaching-learning activities, sufficient audio-video recordings and screenshots with time stamps must be kept for each training course as proof of its actual conduct.

.5 MTIs should be able to maintain a complete record of students’ attendance in training courses offered through distance and e-learning and be able to provide these evidence during monitoring and surveillance activities of the Administration.

* 1. Reporting

The LMS should have a mechanism in place for reports generation where details of access to different course elements were made by the instructors and trainees (the duration of access, total time accessing over multiple sessions and a variety of statistics analyzed over the course). This reported data may extrapolate an index of trainee participation in the course and subsequently a rough correlation to the distance equivalent of attendance in a course.

6.5 Content and Format

.1 The initial content must present the information required by the Administration. However, there must be a continuous check to ensure that the content is accurate and updated. It is critical that there is a formal process to recommend and track changes in a course.

.2 There must be a mechanism to ensure that course changes are recommended by knowledgeable people and reviewed by some group not directly involved with those changes.

.3 Ensure that all source information for a course is identified and referenced. This would require extensive documentation of information in an appropriately referenced format.

.4 If electronic based resources should be linked, it must be in a direct and easy access format. These links must be reviewed prior to the start of each course to ensure that they are valid links and direct the trainees to the correct information.

.5 Formats used must be of open standard, consider limited bandwidths available for trainees, readily available, secure against unauthorized access or accidental loss and at least expense to users.

.6 Interactive video lecture forms the foundation of the formal course delivery. However, workbooks for study and practice examples must be made available to users with very limited internet bandwidth or no internet connectivity.

1. Delivery Infrastructure
	1. The training course delivered through distance/e-learning or blended learning mode should be supported by a reliable/fast internet connection.
	2. A mechanism to allow the trainee to receive all course materials in an appropriate timing and order, and access to the course instructor and fellow course participants for discussions and to be able to seek answers to questions by any of the following means:
* disk/downloaded data; or
* internet connection; or
* combination of the preceding means.
	1. The MTIs should document and take advantage of existing communications for the trainees to have seamless interaction by means of, but not limited to, the following:
	+ telephone;
	+ email;
	+ learning platforms; and
	+ virtual classrooms;
1. Receiving Technology

MTIs shall ensure that the hardware and software of the device used by the trainees are compatible with their system. Such minimum specifications must be part of the enrolment requirement of the MTI which should be clearly explained and checked prior to enrolment of the trainees.

* 1. Operating systems
	+ Minimum operating system standard to that currently supported by the manufacturers
	+ The platform of the MTIs must be able to support existing operating systems and acceptable older versions
	+ An evaluation mechanism must be made to test and ensure that new operating systems support the application for distance learning/e-learning with current content. A recommended category or suggested operating system must be readily available for trainees.
	1. Video and audio
	+ The platform of the MTI must be able to support existing video and audio systems and acceptable older versions
	+ The MTIs must send a notice to the trainee should any change in preferable versions take place
	+ An evaluation mechanism must be made to test and ensure that new video and sound formats support the application for distance learning and e-learning with current content. A recommended category or suggested versions must be readily available for trainees
	1. Internet browser
	+ The platform of the MTIs must be able to support existing operating systems and acceptable older versions
	+ The MTIs must send a notice to the trainee should any change in workable versions take place
	+ An evaluation mechanism must be made to test and ensure that new browsers support the application for distance learning and e-learning with current content. A recommended category or suggested browsers must be readily available to the trainees
	+ An adopted automatic system check of the trainee’s system can be made and produce automatic recommendations about necessary upgrades must be readily available.
1. Security and Intellectual Property
	1. The e-learning system/LMS should be secured from tampering and attempts to hack into the system.
	2. It must be secure against unauthorized access or accidental loss.
	3. The system must be safeguarded from unauthorized access. Only qualified people should have access to the system and the appropriate access for the function they perform. Instructors, Assessors and staff must use only computers to ensure the system remains secure. A policy of changing passwords on a regular basis should be in place.
	4. Appropriate backups must take place to ensure that curriculum materials as well as grades are not lost through computer crash, theft, fire, infrastructure failure or other incidents and storing of back-ups in two appropriately independent off-site locations.
	5. MTIs shall utilize softwares and digitized products (computer programs) which are copyrighted.
2. Systems Audit
	1. The system shall maintain an audit trail of any changes or updates made in any information that are considered as vital and should maintain the audit log with information, such the following:
		* users who are accessing the system;
		* parts of the application that are being accessed;
		* fields that are being modified;
		* results of these modifications;
		* attempted breaches of access;
		* attempted breaches of modification rights; and
		* timestamp.
	2. Ensure an audit trail is kept for all transactions and all audit transactions logged are kept on the trail file or trail database from where system can generate different audit reports as and when required.
3. Application Security
	1. The system should be completely secure and foolproof with incorporation of industry standard proven data encryption techniques and methodologies. Those encryption techniques should be audited in timely manner to detect loopholes and updated with the latest patches, in order to ensure that the mechanisms are fitted with the latest security features.
	2. User sessions and cookies should be uniquely re-generated and stored securely each time they login.
	3. URL restriction should be tight. The system should recognize a logged-in user with proper rights and only present the part of the system that falls within his/her authorization scope. Furthermore, trying to access a URL by guessing should also be prohibited.
	4. Configuration and other sensitive system-level artifacts should be securely stored.
	5. The access control security function shall provide a facility for the system administrator to suspend an existing user’s access rights for a specified period of time or indefinitely.
4. User Interface Security
	1. No system level file/information should be accessible throughout the web browser. The system should never allow executing direct files.
	2. Facility can be provided to lock a user and unlock as and when required.
	3. No invalidated input should be accepted in any web forms – all incoming data should be validated, checked and purified before acting.
	4. In case of any system failure or error condition, no sensitive information (e.g. database credential) should be displayed on the site. All kinds of errors should be suppressed, logged, efficiently handled and should only be accessible by the administrators with proper rights.
	5. SQL/XML/Code injection, Session hijacking/fixation, Output Escaping, Cross-Site Request Forgery, Cross-Site Scripting, Enforced Same Origin Policy, Parameter Tampering, Directory Traversal, Denial of Service etc. should be prevented, logged, and reported.
	6. Shall have a privilege and password system that is very flexible and secure, and that enables host-based verification.
	7. Shall have a password security by encryption of all password traffics when connecting to a server.
	8. Shall have a two- (2) factor authentications:

- Username and password; or

- Time-based One-time Pin (TOTP) via email.

* 1. The system must have a forgot password features for all users.
	2. The system should have policy for brute force attacks.
		+ Accounts with 3 failed login attempts should be blocked.
		+ Recover of password should be done by the assigned administrator using administration panel.
		+ Idle time of 15 minutes should automatically log out. Or can be set by IT Admin
		+ Only alpha and numeric keys are allowed in username and password field.
		+ Accounts which are idle for seven days shall be temporarily disabled.
		+ The system should have a password reset tool to be managed by the end user requested via email.
1. Data Security
	1. The System shall comply with the R.A. 10173 otherwise known as the “Data Privacy Act of 2012”, respecting and protecting the privacy of each individual/applicant as prescribed in the abovementioned law, hence, shall come up with the “Data Privacy Statement” to be posted in the Front-End System and shall notify the users every time they log in to the system.
	2. The system shall comply to the Data Privacy Policy as approved by Data Privacy Officer of the institution and should comply to the Data Privacy Act of the Data Privacy Commission.
	3. No personally identifiable information may be exposed within and outside the system without proper authorization as privacy of the user data must be dealt with utmost priority.
	4. Any attempt to breach the security will be recorded with all the relevant data.
	5. If the system is accessed in the time not defined by the System Administrator, e.g. in the case of production deployment, all options will be locked and the user will not be able to use the system.
	6. Reports can be retrieved for all audit logs.
2. **TRANSITORY PROVISION**

MTI’s who were accredited to provide Blended Learning Mode under MARINA Advisory 2020-59, shall automatically be given accreditation valid for one (1) year in consideration that they have already been assessed to be compliant to the requirements to conduct of Blended Learning Mode subject to monitoring and surveillance.

1. **SCHEDULE OF FEES**

A separate fee for distance learning and e-learning shall be collected as prescribed under Memorandum Circular No. SC-2021-07 and its subsequent amendment.

1. **PENALTY CLAUSE**

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 MARINA Circular No. 2013 - 05 including any amendment or addendum thereof, as may be promulgated by the Administration.

1. **REPEALING CLAUSE**

STCW Circular No. 2016-12 is hereby repealed accordingly and any provision of existing MARINA and STCW circulars, rules and regulations, or of any other Philippine government agency related thereto as mentioned in this Circular which are contrary or inconsistent herewith are hereby superseded, repealed or amended accordingly.

1. **SEPARABILITY CLAUSE**

Should any provision or part of this Circular be declared by any competent authority to be invalid or unconstitutional, the remaining provisions or parts hereof shall remain in full force and effect and shall continue to be valid and effective.

1. **EFFECTIVITY**

This Circular shall take effect within fifteen (15) days after its publication in a newspaper of general publication.

Manila, Philippines on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **BY AUTHORITY OF THE MARINA BOARD:**

**VADM ROBERT A EMPEDRAD AFP (Ret)**

 Administrator

**SECRETARY’S CERTIFICATE**

This is to certify that Memorandum Circular No. SC-2021-\_\_\_\_\_\_ has been approved by the Maritime Industry Authority (MARINA) Board during its \_\_\_\_\_– Regular Meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 **ATTY. EUSEBIA CADLUM-BOCO**

 Corporate Board Secretary

Date of Publication:

Date of Submission to ONAR:

**Annex 1**

List of STCW Mandatory Training Courses that may be offered through Blended Learning or Online Learning

|  |  |
| --- | --- |
| **Blended Learning** | **Online Learning** |
| 1. Ratings Forming Part of a Navigational Watch
 | 1. Safety Training for Personnel Providing Direct Service to Passengers in Passenger Spaces
 |
| 1. Ratings Forming Part of a Watch in a Manned Engine-room or designated to perform duties in a Periodically Unmanned Engine-room
 | 1. Security Awareness Training (SAT) and Seafarers with Designated Security Duties (SDSD)
 |
| 1. Ratings as Able Seafarer Engine in a Manned Engine-room or designated to perform duties in a Periodically Unmanned Engine-room
 |  |
| 1. GMDSS Radio Operator
 |  |
| 1. Basic Training for Oil and Chemical Tanker Cargo Operations (BTOTCO)
 |  |
| 1. Advance Training for Oil Tanker Cargo Operations (ATOTCO)
 |  |
| 1. Advance Training for Chemical Tanker Cargo Operations (ATCTCO)
 |  |
| 1. Basic Training for Liquefied Gas Tanker Cargo Operations (BTLGTCO)
 |  |
| 1. Advanced Training for Liquefied Gas Tanker Cargo Operations (ATLGTCO)
 |  |
| 1. Passenger Ship Crowd Management Training
 |  |
| 1. Passenger Ship Crisis Management and Human Behaviour Training
 |  |
| 1. Passenger Safety, Cargo Safety and Hull Integrity Training
 |  |
| 1. Basic Training for Service on Ships Subject to the IGF Code
 |  |

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| **Blended Learning** | **Online Learning** |
| 1. Advanced Training for Service on Ships Subject to the IGF Code
 |  |
| 1. Basic Training for Ships Operating in Polar Waters
 |  |
| 1. Advanced Training for Ships Operating in Polar Waters
 |  |
| 1. Basic Training (BT)
	* + Personal Survival Techniques
		+ Fire Prevention and Fire Fighting
		+ Elementary First Aid
		+ Personal Safety and Social Responsibilities
 |  |
| 1. Survival Craft and Rescue Boats other than fast rescue boats(SCRB)
 |  |
| 1. Fast Rescue Boat (FRB)
 |  |
| 1. Advanced Fire Fighting (AFF)
 |  |
| 1. Medical First Aid (MEFA)
 |  |
| 1. Medical First Aid (MECA)
 |  |
| 1. Ship Security Officer (SSO)
 |  |
| 1. Refresher on Basic Training
 |  |
| 1. Refresher Training on SCRB
 |  |
| 1. Refresher Training on PFRB
 |  |
| 1. Refresher on AFF
 |  |

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| Description: C:\Users\MARINA\Desktop\OTHER DOCS\DOTr logo.png**Annex 2** | Republic of the PhilippinesDEPARTMENT OF TRANSPORTATION**MARITIME INDUSTRY AUTHORITY****STCW Office** | **Image result for marina logo** |
| **Evauation Instrument:****Checklist for the Requirements for Application to Conduct Training of Seafarers by Distance Learning and e-Learning** |

|  |  |
| --- | --- |
| **Name of Applicant MTI:** | **Address:** |
| **Training Course/s Applied for:**  | **Date of Application Received:** |
| **Bases of Evaluation:**1. MC No. 2013 – 01
2. STCW Circular No. 2016 – 12 Guidelines on Training and Assessment of Seafarers by Distance Learning and e-learning in accordance with the Provisions of Regulation I/6 of the 1978 STCW Convention, as Amended
 |
| **No.** | **Key Areas** | **Reference /****Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Explanation of Compliance** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  | **General Requirement** | 1. Application signed by the President/Owner or authorized representative of the applicant Maritime Training Institution (MTI)
 | Letter of Application |  |  |  |  |  |  |  |  |
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| **No.** | **Key Areas** | **Reference /****Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Explanation of Compliance** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  |  | Item no. 1 and 51. Quality Standard System specifying policies and procedures in the conduct distance/e-learning courses including responsibility of the company providing seafarers safe learning environment, sufficient time and means to study
 | * QSS Manual
 |  |  |  |  |  |  |  |  |
| Item no. 2.31. Accredited instructors and assessors appropriately qualified to conduct online distance learning courses
 | * Certificate of Accreditation to be verified through SAM
* Training Certificate on attendance to training on online distance learning
* Certificate of Attendance on familiarization on how to use the Learning Management System (LMS) that they will be using, which may be issued by the MTI or by the developer of the LMS
 |  |  |  |  |  |  |  |  |
|  | **Conduct of training by distance/e-**  | Item no. 2.21. Suitable for the selected
 | * Course Package based on prescribed training
 |  |  |  |  |  |  |  |  |

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| **Complied** | **Explanation of Compliance** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  | **learning programme** | objectives and training tasks to meet the level to competence for the subject covered.Its content and format compliant with the requirements of this circular | standard designed for online distance learning |  |  |  |  |  |  |  |  |
|  |  | 1. Clear and unambiguous instruction for the trainees to understand the operations of the programmed
 | * Tutorial for users including the administration.
* Series of frequently asked questions (FAQs)
* Instructions as an introductory for the trainee before proceeding to the course.
 |  |  |  |  |  |  |  |  |
| 1. Learning outcomes meet all the requirement to underpin knowledge and proficiency of the subject
 | * Competency management framework to track the required competences STCW Competence Tables to include:
	+ Competency Framework repository with tagging and cross referencing to ensure no redundancy of
 |  |  |  |  |  |  |  |  |

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| **No.** | **Key Areas** | **Reference /****Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Explanation of Compliance** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  |  |  | outcomes* Learning Plans indicating the due date and categories of the learning outcomes
 |  |  |  |  |  |  |  |  |
|  |  | 1. Trainee is able to systematically reflect learning through self-assessment and instructor and instructor-marked assignments
 | * Self – assessments inside the course to ensure the engagement of the learners such as:
	+ Assignments
	+ Discussion Forums
	+ Feedback
	+ Interactive contents
	+ Reading material reflections
 |  |  |  |  |  |  |  |  |
| 1. Provide professional tutorial support through telephone, facsimile, e-mail or other form of communications
 | * User support infrastructure for usability preferences:
	+ Automated Guided Tour
	+ Phone Support
	+ Email Support
	+ Online frequently asked questions
	+ Training of Use
	+ Notification systems
	+ Messaging Application in the
 |  |  |  |  |  |  |  |  |

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| **No.** | **Key Areas** | **Reference /****Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Explanation of Compliance** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  |  |  | Platform |  |  |  |  |  |  |  |  |
|  | **Conduct of assessment of the trainee’s progress and achievement** | Item no. 31. Clearly provide information to the trainees on the way the tests and examinations are conducted and how the results are communicated
 | * Trainees’ Assessment Manual
 |  |  |  |  |  |  |  |  |
| 1. Test questions are comprehensive and adequately assess the trainee’s competence appropriate to the level being examined
 | * Table of Specifications
 |  |  |  |  |  |  |  |  |
|  |  | 1. Questions are up to date
 | * Database of the questions and assessments where the system indicates date of uploading.
* Review and revision procedure test items indicated in the QMS
* Record of review and revision
 |  |  |  |  |  |  |  |  |

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| **No.** | **Key Areas** | **Reference /****Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Explanation of Compliance** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  |  | 1. Prescribe the conditions where the examinations can take place and the procedures for invigilation to be conducted;
 | * Procedures for the conduct of summative assessments this may include:
	+ Full randomization of questions and answers
	+ Configurable number of attempts
	+ Geo-fencing or geo-mapping capability through IP address
* Questions are up to date as required under item 3.3
 |  |  |  |  |  |  |  |  |
| 1. Security procedure that will prevent cheating
 |  |  |  |  |  |  |  |  |
| 1. Secure validation procedures to record results for the benefits of the administration
 |  |  |  |  |  |  |  |  |
| 1. Embed modular, formative and summative examinations in the learning management system with final examination
 |  |  |  |  |  |  |  |  |

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| **No.** | **Key Areas** | **Reference /****Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Explanation of Compliance** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  | **Security and Intellectual property** | Item no. 91. e-learning system secured from tampering and attempts to hack into the system
 | * System Manual with description of the following:
* "Registration, User Access Management, and Authentication"
* Backup system intervals or Auto Back-Up systems
* Reporting procedures in the event of breaches
* Routine updates or Maintenance schedules of the Platform
* Server and Firewall configurations
* Secure against unauthorized access or accidental loss
* Approved information security policy with information of review at ‎planned
 |  |  |  |  |  |  |  |  |
| **No.** | **Key Areas** | **Reference /****Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Explanation of Compliance** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  |  |  | intervals* Terms of conditions clearly stated in the learning management platform with an emphasis on confidential information using legally enforceable terms
 |  |  |  |  |  |  |  |  |
| 1. SCORM compliant or certified by an IT certification system
 | Platform Compliance Document which could be any of the following:* Integrated Management System (IMS) Learning Tools Interoperability (LTI) Certification
* Open Source Initiative
* Enable content development through built-in development tools and templates for creating text, graphic, interactive elements and standards-based
 |  |  |  |  |  |  |  |  |

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| **No.** | **Key Areas** | **Reference /****Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Explanation of Compliance** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  |  |  | output or use of external authoring tool* Support previewing SCORM/AICC/ zip content before and after publishing course
* When loading a course, the system tells when any issues/errors are seen SCORM and AICC content
* ISO 29990:2010
 |  |  |  |  |  |  |  |  |
| Item no. 12 and 131. Secure against unauthorized access or accidental loss
 | System registration procedure such as the following but not limited to: * User Registration - formal user registration and de-registration procedure for granting access to all information systems and services.
 |  |  |  |  |  |  |  |  |

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| **No.** | **Key Areas** | **Reference /****Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Explanation of Compliance** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  |  |  | * Privilege Management - allocation and use of any privileges in the information system environment is restricted and controlled. Unique identifier (user ID) provided to ‎every user such as learner, instructor, assessor or system administrators, and ‎all other staff, including technical. ‎
* User Password Management - allocation and reallocation of passwords controlled through a formal management process, and users asked to sign a statement
 |  |  |  |  |  |  |  |  |

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| **No.** | **Key Areas** | **Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Not Complied** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  |  |  | to keep the password confidential.* Password User Guide - guide users in selecting and maintaining secure passwords such as alphanumeric and other methods
* Registration Support – in the event of password recovery or any form of failure to log in, a support system has been carried out
 |  |  |  |  |  |  |  |  |
|  | * Session time out – when the
* Platform has been idling, or inactivity occurs, a session time is enabled ‎
* Review of User Access Rights - process to review user access rights at regular
 |  |  |  |  |  |  |  |  |

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| **No.** | **Key Areas** | **Reference /****Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Explanation of Compliance** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  |  |  | intervals.* Data Privacy Act Compliance
 |  |  |  |  |  |  |  |  |
|  | **Delivery****Infrastructure** | Item no.71. The delivery of distance education through a fixed connection

OR Mechanism to allow the seafarer to receive all course materials in an appropriate timing and order, and access to the course facilitator and fellow course participants for discussions and to be able to seek answers to question by means of:* disk/downloaded data

 OR* internet connection while in port

OR* an appropriate blend of the two proceeding means
 | System’s Manual - Delivery Infrastructure description |  |  |  |  |  |  |  |  |

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| **No.** | **Key Areas** | **Reference /****Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Explanation of Compliance** | **Complied** | **Not Complied** | **Complied** | **Not Complied** |
|  |  | 2. Existing communications for the students to have seamless interaction by means of, but not limited to the following:* telephone
* email
* learning platforms
* virtual classrooms
 | System’s Manual - Description and photos of communication facilities to be used |  |  |  |  |  |  |  |  |
|  | **Receiving Technology** | Item no.81. Operating systems 1.1 Minimum operating system standard currently supported by the manufacturers | System’s Manual - List and description of OS or application where the receiving technology will apply: * Windows OS
* Mac OS
* Browsers list such as Google, Edge, Firefox etc.
 |  |  |  |  |  |  |  |  |
|  1.2 The platform of the institution able to support existing operating systems and acceptable older version |  |  |  |  |  |  |  |  |
|  1.3 Evaluation mechanism in place to test and ensure that new operating systems support the application for distance education with current content. A recommended |  |  |  |  |  |  |  |  |
| **No.** | **Key Areas** | **Reference /****Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Explanation of Compliance** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  |  | category or suggested operating systems is readily available for trainees. |  |  |  |  |  |  |  |  |  |
|  |  | 2. Video and sound1. Platform of the institution is able to support existing video and sound systems and acceptable older versions
 | System’s Manual –Description of Video and Sound used |  |  |  |  |  |  |  |  |
| * 1. The institution can send a notice to the seafarer should any change in preferable versions take place
 |  |  |  |  |  |  |  |  |
|  2.3 Evaluation mechanism is in place to test and ensure that new video and sound formats support the application for distance learning and e-learning with current content. A recommended category or suggested versions is readily available for trainees. |  |  |  |  |  |  |  |  |

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| **No.** | **Key Areas** | **Reference /****Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Explanation of Compliance** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  |  | 1. Internet browsers
	1. Platform of the institution is in place to support existing operating systems and acceptable older versions
 | System’s Manual – Description of internet browsers used |  |  |  |  |  |  |  |  |
| * 1. Institution is capable to send a notice to the trainee should any change in workable versions take place
 |  |  |  |  |  |  |  |  |
| * 1. Evaluation mechanism is in place to test and ensure that new browsers support the application for distance education with current content with recommended category or suggested browsers is readily available to trainees
 |  |  |  |  |  |  |  |  |
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| **No.** | **Key Areas** | **Reference /****Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection****(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Explanation of Compliance** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  |  | * 1. Adopted automatic system check where a candidate may check and make automatic recommendations about necessary upgrades on the seafarer’s system is readily available
 |  |  |  |  |  |  |  |  |  |
|  | **Learning Management**  **System (LMS)** | Item no. 61. Use a system to provide a number of critical services that make the interaction between the instructor and student more seamless
 | * LMS Manual and Dedicated Account assigned to MARINA STCW Office for accreditation, monitoring and surveillance purposes
 |  |  |  |  |  |  |  |  |
| 1. Put all functions for on- and offline course operation together such as term operation and course management, assessments for learning evaluation, trainees work scoring and correction, attendance and
 |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Key Areas** | **Reference /****Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Explanation of Compliance** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  |  | progress management, and certificate issue and setting”, is required. |  |  |  |  |  |  |  |  |  |
|  | 1. Social media content should be integrated into the system, such as videos and live streams to create an immersive learning experience.
 |  |  |  |  |  |  |  |  |
|  | 1. Learning pages should be fully customized in the style of web pages with modular components. The LMS can be linked via the YouTube API to enable simultaneous YouTube live streaming.
 |  |  |  |  |  |  |  |  |
| 1. The storage and management of certification, which allows on-demand printing of the trainees’ entire history of certifications by course or single classes, should be available, with the customization of certificate templates.
 |  |  |  |  |  |  |  |  |

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| **No.** | **Key Areas** | **Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Not Complied** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  |  | 1. The function to add video watermarks is required in order to safeguard intellectual property from external leaks. These watermarks can be both text and images and also allow the tracing of the leakage route, even if it is an external recording of the lecture.
 |  |  |  |  |  |  |  |  |  |
|  |  | 1. The platform should support content curation by allowing users to combine class contents from existing courses to new ones. It should also offer a search engine for finding existing class contents saved in the pool.
 |  |  |  |  |  |  |  |  |
| 1. The hierarchy and powers of administrators, instructors and trainees should be flexible and suit a broad range of customization to support the staff networks of all academic institutions.
 |  |  |  |  |  |  |  |  |

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| **No.** | **Key Areas** | **Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Not Complied** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  |  | 1. A unique personal account must be assigned to every trainee to access the training materials, participate in the teaching-learning activities, and submit assignments to comply with the course requirements.
 |  |  |  |  |  |  |  |  |  |
|  |  | Item no. 6.2.11. Has develop a set of guidelines that show what is to be expected in a distance course including:

9.1 Course information* Course Introduction
* Course Outline
* Course schedule (online sessions)
* Learning objectives
* Instructors (bio and contact information)
* Text & Resources
* Assessment (list and values)
* Checklist of Activities & Assignments
* System or Technical requirements
* Help and
 |  |  |  |  |  |  |  |  |  |

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| **No.** | **Key Areas** | **Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review(To be accomplished by Designated EIT)** | **Remarks** | **Inspection** **(To be accomplished by Designated EIT)** | **Remarks** |
| **Complied** | **Not Complied** | **Complied** | **Not Complied** | **Complied**  | **Not Complied**  |
|  |  | Technical Support* Link to the Library
* Academic Integrity & Netiquette
* Institutional links: APA, Good writing Academic Dishonesty
 |  |  |  |  |  |  |  |  |  |
|  |  | Item no. 6.2.29.2 Communications 9.2.1 Announcements 9.2.2 Course Email 9.2.3 Discussion Forums 9.2.4 Online bulletin boardItem no. 6.2.39.3 Content 9.4.1 Modules 9.4.2 Presentation materials 9.4.3 Instructor notes 9.4.4 Reading and additional  Resources 9.4.5 Assignments 9.4.6 Self-assessment 9.4.7 ExaminationItem no. 6.2.49.4 Trainee course feedback form |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
|  | **Self-Assessment:** |
|  |  |  |  |  |
|  | **Name and Signature** |  | **Date** |  |

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| --- |
|    **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Lead Evaluator of the EIT Date:  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Recommendation on Documentary Review:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Approval |  | Disapproval |  |

Further Actions**Prepared by:** Member of the EITMember of the EITMember of the EITMember of the EITDate: Date: Date: Date:  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Recommendation on Inspection:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Approval |  | Disapproval |  |

Further Actions**Prepared by:** Member of the EITMember of the EITMember of the EITMember of the EITDate: Date: Date: Date:     Lead Evaluator of the EIT Date:   **Reviewed by: Approved by:**  |

|  |  |
| --- | --- |
|  Lead Evaluator (Not Member of the Designated EIT)  |   Executive Director  |
|  Date:   |  Date:   |