

[STCW CIRCULAR NO. 2018-02, April 27, 2018]

STANDARDS FOR MANDATORY TRAINING COURSES UNDER THE STCW CONVENTION, 1978, AS AMENDED

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Pursuant to Presidential Decree 474, Republic Act (RA) No. 10635 and its Implementing Rules and Regulations (IRR) and the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) Convention, 1978, as amended, the following rules and regulations are hereby adopted and promulgated, thus:

I. OBJECTIVE

To prescribe standards for the implementation of training courses in accordance with the STCW Convention, 1978, as amended.

II. COVERAGE

This Circular shall cover all the mandatory training courses required for certification under the STCW Convention, 1978, as amended.

III. DEFINITION OF TERMS

1. Maritime Training Institutions (MTIs) refer to institutions conducting maritime training courses which are duly accredited by MARINA.
2. Course Plan is the systematic organization of course documents designed and structured based on IMO Model Course format which contains the parts as stated in Annex III.
3. Instructional Materials (IMs) are materials which complement and supplement instruction. These are also referred to as teaching aids used in the delivery of the course such as PowerPoint Presentations or computer generated slides, exercise sheet, workbooks, pictures, diagrams and the like.
4. Assessment Tools refers to the following components: context and conditions of assessment, tasks to be administered to the trainee, an outline of the evidence to be gathered from the candidate and evidence criteria used to judge the quality of performance.
5. Course Package includes the following course documents: Course Plan, Instructional Materials and Assessment Tools.

6. Training Course is also referred to as Approved Training Program relevant to specific competencies, as established and approved by the Administration.

IV. GENERAL PROVISIONS

1. The following Annexes are hereby adopted and shall form part of this Circular:
 - ANNEX I – List of STCW Mandatory Training Courses
 - ANNEX II – Course Framework and Course Outline
 - ANNEX III – Course Design Template
 - ANNEX IV – Assessment System Manual Template
 - ANNEX V – Certificate Template
2. Annex I of this Circular list all the mandatory training courses under STCW Convention, 1978, as amended which are subject for approval process by MARINA - STCW Office.
3. Pursuant to Regulation 1/6, Section A-1/6 of STCW Convention, 1978, as amended, MTIs shall ensure that their training courses 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 design and structure shall be in accordance with the template provided in Annex III

They shall also ensure that the Instructors and Assessors who are responsible for the training and assessment of seafarers in such training courses, respectively, including those responsible for supervision thereof, are appropriately qualified in accordance with the existing qualification standards prescribed by MARINA - STCW Office and the MTIs quality policies and procedures.

4. The course framework and course outline contained under Annex II mentioned above provides the minimum training requirements and shall serve as guide for MTIs in designing and developing their own course package.

V. SPECIFIC PROVISIONS

1. TRAINING REQUIREMENTS

- a. MTI shall develop the course package for the training course which shall consist of the following minimum components as shown in Annex III.

- Course Plan
- Part A: Course Framework (as provided by MARINA)
- Part B: Course Outline and Timetable (as provided by MARINA)
- Part C: Course Syllabus
- Part D: Instructor's Guide