

[MARINA CIRCULAR NO. 2013-06, January 18, 2013]

RULES ON THE MONITORING OF MARITIME EDUCATION PROGRAMS, TRAINING COURSES AND ASSESSMENT OF COMPETENCE OF SEAFARERS CARRIED OUT BY METIs AND ASSESSMENT CENTERS

Pursuant to Presidential Decree No. 474, Executive Order No. 125/ 125-A, Executive Order No. 75 and its Implementing Rules and Regulations (IRR), the Memoranda of Agreement of the Maritime Industry Authority (MARINA) with the Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), Professional Regulation Commission (PRC) and National Telecommunications Commission (NTC) and the 1978 International Convention on Standards of Training, Certification and Watchkeeping (STCW), as amended, the following rules are hereby adopted:

I. OBJECTIVES

1. To prescribe policies, rules and procedures on the monitoring of maritime education programs, training courses and assessment of competence of seafarers carried out by METIs and assessment centers;
2. To implement the requirements under Regulation I/6 "Training and Assessment" and Regulation I/8 "Quality Standards" of the STCW Convention, on the monitoring of maritime education training, and assessment of competence of seafarers, among others;
3. To verify the compliance of the maritime education programs, training courses and assessment of competence of seafarers carried out by METIs and assessment centers with the minimum program and course requirements pursuant to the 1978 STCW Convention, as amended and the existing Philippine laws, rules and regulations; and,
4. To check how the defined program or course objectives and the competence outcomes are achieved.

II. COVERAGE

This Circular shall apply to all maritime education programs, training courses and assessment of competence of seafarers carried out by METIs and assessment centers, both government and private, as required under the following Chapters of the STCW Convention:

1. Chapters II and III – Master, Deck and Engine Department;
2. Chapter IV – Radio Communication;
3. Chapter V – Special training requirements for personnel on certain types of ships; and,
4. Chapter VI – Emergency occupational safety, security, medical care, and survival functions.

III. DEFINITION OF TERMS

For purposes of this Circular, the following terms and such other terms defined herein shall be construed as follows:

1. **Administration or STCW Administration** – shall refer to the Department of Transportation and Communications (DOTC), through the Maritime Industry Authority (MARINA), as the single government agency mandated to implement and enforce the 1978 STCW Convention, as amended;
2. **Assessment Center** – shall refer to an entity, public or private, recognized by the relevant member agency to conduct competence assessment of seafarers for the purpose of issuance of appropriate certificate required under the 1978 STCW Convention, as amended;
3. **Evaluator** – shall refer to a duly authorized person who possesses the required qualifications to effectively conduct monitoring of maritime education programs, training courses and assessment of competence of seafarers carried out by METIs or assessment centers;
4. **Maritime Higher Education Institutions (MHEIs)** – shall refer to all higher education institutions, public or private, duly authorized by CHED and by the respective Governing Boards in case of State Universities and Colleges (SUCs) to conduct maritime education programs in accordance with the STCW Convention and the applicable laws rules and regulations of the Philippines;
5. **Maritime Training Institutions (MTIs)** – shall refer to the duly established institutions, public or private, duly authorized by the Administration to offer maritime training courses in accordance with the 1978 STCW Convention, as amended and the applicable laws, rules and regulations;
6. **Maritime Education and Training Institutions (METIs)** – shall refer to both maritime higher education institutions and maritime training institutions;
7. **Maritime Education Programs** – shall refer to the approved education and training for Marine Officers in-Charge of navigational or engineering watch covered under Chapters II and III of the 1978 STCW Convention, as amended or more popularly known as the Bachelor of Science in Marine Transportation (BSMT) and Bachelor of Science in Marine Engineering (BSMarE) programs;
8. **Member Agency** – shall refer to the Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), Professional Regulation Commission (PRC) or to the National Telecommunications Commission (NTC) which the MARINA has entered into a Memorandum of Agreement pursuant to Executive Order (EO) No. 75;
9. **Monitoring** – shall refer to the series of evaluations carried out to verify the extent of compliance with a formulated standards or degree of deviation from an expected norm and ultimately, to ensure the achievement of defined program and course objectives in accordance with the prescribed standards of competence;
10. **Monitoring Team** – shall refer to a group of evaluators duly constituted to conduct monitoring of maritime education programs, training courses and assessment of competence of seafarers carried out by METIs or assessment centers;
11. **Quality Standards System** – shall refer to the documented policies, procedures, controls and internal quality assurance system, relating but not limited to training, assessment of competence and revalidation activities, designed to ensure the achievement of defined objectives of the training course in accordance with the requirements of the STCW Convention;

12. **STCW Convention** – shall refer to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers of 1978 (1978 STCW Convention), as amended and its associated Code;
13. **Training Course** – shall refer to the series of lessons composed of component modules to teach an individual the skills, knowledge and proficiency to acquire the required competences and be certified in accordance with the 1978 STCW Convention, as amended.

IV. GENERAL PROVISIONS:

1. Regulation I/8 of the 1978 STCW Convention, as amended, requires that all education, training and assessment of competence of seafarers, among others, shall be continuously monitored through a quality standard system in order to ensure that the defined objectives are achieved. It is therefore the duty of the STCW Administration to ensure that such monitoring shall be continuously undertaken by qualified persons who are not themselves involved in the activities of or connected to the METIs or assessment centers concerned.
2. The monitoring herein provided shall be conducted using an Outcomes- Based Monitoring Instrument and shall be implemented following an **outcomes-based** approach, which:
 - 2.1 Focuses on the competence outcome of the education, training and assessment – the students/trainees;
 - 2.2 Looks on core processes and procedures that are instrumental to the competence outcome of maritime education programs, training courses and assessment of competence of seafarers; and,
 - 2.3 Intends to make METIs and assessment centers as well as all academic, training personnel and support staff responsible for the program, training course or assessment they carry out.
3. The STCW Office shall utilize qualified persons to conduct the monitoring who are not themselves involved in the activities of or connected to the METIs and assessment centers concerned.
4. Pursuant to the Memoranda of Agreement of MARINA with CHED, TESDA, PRC and NTC, the monitoring of maritime education programs, training courses and assessment of competence of seafarers carried out by METIs and assessment centers under the jurisdiction of the said agencies shall be done jointly by the member agency concerned with the Administration.
5. Only the duly authorized personnel shall be allowed to conduct monitoring activities.
6. The Quality Standards System Manual of the METI or assessment center and related audit reports shall be made available upon request of the monitoring team during such activity.

V. QUALIFICATIONS AND COMPOSITION OF THE MONITORING TEAM:

1. Every person who shall be assigned to join as member of the monitoring team shall meet the following general qualifications:
 - 1.1 Must not be involved in the activities of or connected to the METI or assessment center concerned;
 - 1.2 Has knowledge and understanding of the maritime education program(s), training course(s) and/or competence assessment to be monitored;
 - 1.3 Attended the orientation(s) conducted by the Administration and

- the member agency concerned on the policies, rules and procedures on the monitoring of maritime education programs, training courses and/or assessment of competence of seafarers;
- 1.4 Must have experience in conducting monitoring activities for at least three (3) times as under study;
 - 1.5 In addition to the foregoing, evaluators must:
 - 1.5.1 have appropriate work-related experience corresponding to the training course or program to be monitored;
 - 1.5.2 if the training course or program involves the use of simulator, should have gained practical operational experience and appreciation on the use of simulators.
 2. Every monitoring team shall be headed by a Lead Evaluator who must meet the following requirements:
 - 2.1 Have experienced conducting monitoring activities for at least five (5) times as a member;
 - 2.2 Should pass the evaluation by the Administration or the member agency concerned; and,
 - 2.3 Have completed an auditor's course. The monitoring team leader and member(s) shall be duly assigned and specified in the document authorizing the conduct of a monitoring activity.
 3. The minimum composition of a monitoring team shall be as follows:
 - 3.1 For the monitoring of training courses carried out by maritime training institutions:
 - 3.1.1 One (1) MARINA – STCW Office personnel;
 - 3.1.2 One (1) personnel and one (1) Evaluator who has the technical knowledge and experience on the training course to be monitored in the case of training courses under the jurisdiction of TESDA or NTC;
 - 3.1.3 One (1) MARINA – STCW Office Evaluator who has the technical knowledge and experience on the training course to be monitored.
 - 3.2 For the monitoring of maritime education programs carried out by maritime education institutions:
 - 3.2.1 One (1) CHED - Office of Programs and Standards (OPS) maritime education personnel;
 - 3.2.2 One (1) MARINA – STCW Office personnel;
 - 3.2.3 One (1) CHED maritime education Evaluator who has the technical knowledge and experience on the maritime education program to be monitored; and,
 - 3.2.4 One (1) MARINA – STCW Office Evaluator who has the technical knowledge and experience on the maritime education program to be monitored.
 - 3.3 For the monitoring of assessment of competence of seafarers carried out by assessment centers:
 - 3.3.1 One (1) personnel from the government agency concerned;
 - 3.3.2 One (1) MARINA – STCW Office personnel;
 - 3.3.3 One (1) Evaluator from the government agency concerned who has the technical knowledge and experience relevant to the competence assessment to be monitored, and,
 - 3.3.4 One (1) MARINA – STCW Office Evaluator who has the