

**[MTC MEMORANDUM CIRCULAR NO. 4, S. 2000,
April 05, 2000]**

**ASSESSMENT OF SEAFARERS IN TRAINING CENTERS IN
ACCORDANCE WITH THE REQUIREMENTS UNDER SECTIONS 8.5.
8.6, 9.9 AND ANNEX 1 OF RESOLUTION NO. 03, S. 1998**

1. **Purpose.** This Memorandum Circular shall provide guidelines and instruction in the uniform assessment of competence of seafarers and the issuance of training certificates in accordance with the above-cited specific provisions of Resolution No. 03, s. 1998.

2. **Definition of Terms**

2.1 *Convention* — refers to the 1978 STCW Convention as amended;

2.2 *STCW* — means the Seafarers' Training, Certification and Watchkeeping (STCW) Code as adopted by the 1995 Conference Resolution 2, as it may be amended;

2.3 *Standard of Competence* — the level of proficiency to be achieved for the proper performance of functions on board ship in accordance with the internationally agreed criteria as set forth in the STCW Code and incorporating prescribed standards or levels of knowledge, understanding and demonstrated skills;

2.4 *Competence Table* — refers to the tables in the STCW Code that sets out the standard of competence and identify the individual element of competence, associated knowledge, understanding and proficiency required, the methods and criteria to be used in evaluating competence;

2.5 *Evaluation Criteria* — the entries appearing in column 4 of the "specification of Minimum Standard of Competence" tables in Part A of the STCW Code which provide the means for an assessor to determine whether or not a candidate can perform the related tasks, duties and responsibilities;

2.6 *Methods of demonstrating competence* — the entries appearing in column 3 of the "Specification of Minimum Standard of Competence" tables which specifies the methods to be used in assessing competence;

2.7 *Knowledge, understanding & proficiency* — the entries appearing in column 2 of the competency table which are required to be achieved for a candidate to be able to carry out the required tasks, duties and responsibilities of the job;

2.8 *Resolution No. 03, s. 1998* — refers to MTC Resolution on the "Revised Standards and Procedures in the Accreditation and Monitoring of

Course Programmes” conducted by the Maritime Training Centers;

2.9 *Annex 1* — refers to Annex 1 of the MTC Resolution No. 03, s. 1998 which specifies the standard of training and assessment;

2.10 *Annex 2* — refers to Annex 2 of the MTC Resolution No. 03, s. 1998 which prescribes the qualification requirements for instructors, assessors and supervisors.

3. General Provisions

3.1 All assessors in training centers conducting assessment of knowledge, understanding and competence of seafarers as required in Resolution No. 03, s. 1998 shall meet the requirements prescribed in Annex 2 therein;

3.2 Training centers may designate class instructors to act as assessors provided that the following requirements are complied with:

3.2.1 The class instructor shall meet the qualification requirement for assessors;

3.2.2 Such arrangements shall be documented in the quality manual and appropriate methods and procedures are provided to ensure that an instructor can perform his duties as assessor.

3.2.3 The instructor/assessor shall not assess the trainees in his class.

3.3 No seafarer enrolled in a particular class shall be issued a training certificate unless he has been properly assessed and found having met the standard of competence specified in Annex 1 of Resolution No. 03, s. 1998;

3.4 Training certificates shall bear the signature of the authorized official of the Training Center and the designated assessor who conducted the assessment and attested by the Maritime Training Council Secretariat.

4. Qualifications and Responsibilities of Assessors. All assessors in training centers shall:

4.1 be fully knowledgeable of the standards of competence specified in the competence table of the STCW Code for which he is the designated assessor ; (e.g. an assessor in fire prevention and fire fighting must be able to apply in practical terms the specification of minimum standard of competence in Table A-VI/1-2 of the STCW Code;

4.2 be fully knowledgeable of the general and specific learning objectives of courses which do not have the appropriate competency tables in the STCW Code, and to use such objectives as the criteria in evaluating the ability of the seafarer to perform the specified task with due regard to safety;