

**[ MTC RESOLUTION NO. 03, S. 1998, October 07,  
1999 ]**

**REVISED STANDARDS AND PROCEDURES IN THE  
ACCREDITATION AND MONITORING OF COURSE PROGRAMS  
CONDUCTED BY MARITIME TRAINING CENTERS**

SECTION 1.0. Preamble

1.1 WHEREAS, the Maritime Training Council is committed to ensure that the requirements of the 1978 STCW Convention as amended particularly on training and assessment of seafarers, quality standards and the requirements on the use of simulators are complied with accordingly;

1.2 WHEREAS, the Maritime Training Council is likewise committed to maintain the highest standards and quality of training in all training centers conducting training and assessment activities under the authority of the Council;

1.3 WHEREAS, the existing standards and procedures in accrediting and monitoring the course programs conducted by maritime training centers is governed by MTC Resolution No. 04, Series of 1995 as implemented by Memorandum Circular No. 05, Series of 1995 and Memorandum Circular No. 01, Series of 1996, the latter revised by Memorandum Circular No. 07, Series of 1996;

1.4 WHEREAS, there is a need to update the said standards and procedures to conform with the new requirements under the 1978 STCW Convention as amended;

1.5 NOW, THEREFORE, the Maritime Training Council pursuant to Section 2(1) and (5) of the Letter of Instruction No. 1404 dated 1 May 1984, resolve that the following standards and procedures is hereby adopted for implementation and to form part of the compliance to Regulation I/6, I/8 and I/12 of the 1978 STCW Convention as amended.

SECTION 2.0. Scope and Application

These Standards and Procedures shall apply to all training centers conducting training programs prescribed and approved by the Maritime Training Council.

SECTION 3.0. Implementing Authority

The Executive Officer of the MTC Secretariat shall be responsible in the implementation of the Standards and Procedures and shall issue the necessary implementing circulars, instructions, clarifications or interpretation thereof, including the formulation of the quality manual;

SECTION 4.0. Definition of Terms

- .1 Council refers to the Maritime Training Council created pursuant to LOI 1404;
- .2 Executive Officer refers to the Executive Officer of the MTC Secretariat;
- .3 Maritime Training Centers refer to institutions conducting maritime training programs which are duly accredited by the Maritime Training Council;
- .4 Convention refers to the 1978 STCW Convention as amended;
- .5 Code refers to the STCW Code A and B of the Convention;
- .6 IMO Model Courses refers to the model courses developed by the IMO;
- .7 Approved Course Program refers to the training courses or programs implemented by maritime training centers approved by the Council;
- .8 Certificate of Accreditation is a document issued by the Council to a maritime training center after all the requirements governing the accreditation of a course program are completely complied;
- .9 Provisional Authority is an initial authority issued to a maritime training center authorizing the training center to conduct a particular course program for a period not to exceed one (1) year;
- .10 Evaluation of Course Programs refers to the processes of reviewing, inspecting, verifying, monitoring and evaluating the compliance by maritime training centers with the requirements for renewal or accreditation of a new course program;
- .11 Conformance refers to compliance with the requirements of the standards and procedures for the implementation of the approved course programs
- .12 Non-conformance is deficiency or non-compliance with the required standards and procedures in the implementation of the approved course programmes;
- .13 Major non-conformance is a non-conformance which will seriously affect the quality of training resulting in non-fulfillment of the objectives and acquisition of the required skills and competence as defined and identified in the course program;
- .14 Minor non-conformance refers to all other deficiencies which do not constitute a serious or immediate threat to the quality of training but needs to be complied;
- .15 Quality Standards refer to the requirements prescribed in these standards and procedures including the STCW Convention as amended and the IMO Model Courses and curricula proposed by the Council;
- .16 Quality System refers to the documented policies, procedures, controls and internal quality assurance reviews designed to ensure the fulfillment of the objectives of the program in accordance with the requirements of the Convention.

## SECTION 5.0. General Provisions

5.1 A maritime training center conducting course program/s prescribed under the Standards and Procedures should be a holder of Certificate of Accreditation for the particular course program or Provisional Authority prior to conduct any training.

5.2 Conducting training without the appropriate Provisional Authority or Certificate of Accreditation shall not be recognized. Likewise, all training certificates issued by training centers as proof of compliance with the requirement of the STCW Convention or as required under the standards shall not be honored.

5.3 Training centers may be allowed to conduct non-STCW mandated courses subject to the applicable requirements. (listed in Annex 1\*)

## SECTION 6.0. General Procedures

6.1 Before a maritime training center files an application for accreditation of any course listed in Annex 1, a letter of intent shall be submitted to the Secretariat, which shall state the course/s to be accredited and other information which may be considered relevant. However, programs to be conducted with shipboard component or simulator-based training programs shall be specified by the applying training center;

6.2 Only upon acknowledgment of the letter of intent by MTC shall the maritime training center file its letter of application;

6.3 The application shall be accomplished in the prescribed forms;

6.4 After the requirements are fully complied with as determined by a pre-inspection evaluation of the documents submitted, the training center shall be notified of the date of inspection to verify and confirm conformance; likewise, the training center shall be notified of the deficiencies found during the pre-inspection evaluation;

6.5 The application for accreditation shall be denied if the training center would fail to comply with the requirements after 30 days from receipt of the notice of deficiency/ies.

## SECTION 7.0. Pre-requisites for Accreditation

Before the application for accreditation of a course program shall be considered for evaluation, the following shall be established in accordance with the existing government regulations:

7.1 The legal authority to conduct training; (in the case of corporation, Security and Exchange Commission articles, in the case of single proprietorship, registration from the Department of Trade and Industry)

7.2 Safe occupancy of all buildings and structures used or occupied for training and related services;

7.3 Compliance with safety regulations required by the government as prescribed under MTC Memorandum Circular No. 04, Series of 1996;

7.4 Measures to ensure the personal safety of trainees enrolled in hazardous

training, including provision of a 'group insurance scheme;

7.5 Accessibility to medical services at the training sites and classrooms as prescribed under MTC Memorandum Circular No. 04, Series of 1996;

7.6 Library facilities;

7.7 Plan of training site (office, classroom, practical training)

7.8 Certification of ownership of building or lease contract.

7.10 Administrative Requirements as prescribed under MTC Memorandum Circular No. 18, Series of 1996.

## SECTION 8.0. Quality Standards

### Training

8.1 The approved course titles, training and assessment standards are shown in Annex 1. Courses not listed in said Annex may be accredited under the standards and procedures provided that such courses shall first be approved;

8.2 The IMO Model Courses or MTC course programs as indicated in the above Annex shall be the training standards to be used. Training centers shall incorporate the knowledge, understanding and skills required in the Convention to each particular IMO Model Course being implemented. Such inclusion shall be manifested in the course outline, specific learning objectives, instructors guide and the course timetable;

8.3 The training objectives as defined under each particular course program and the related standard of competence as provided for in the Code shall be strictly observed.

8.4 Unless expressly provided, the course framework, course outline, course timetable, detailed teaching syllabus, instructors guide/lesson plan and the methods of assessing competence as provided for in each IMO-model course or MTC curriculum shall be complied with accordingly, any deviations thereof must be justified.

### Assessment

8.5 The evaluation of knowledge, understanding and skills of trainees shall be conducted in accordance with the requirements in column (4) of Annex 1.

8.6 Written policies and procedures shall be established for this purpose.

### Simulator-based training/assessment

8.7 For a program involving simulator-based training, the provision of Regulation I/12 and Section A-I/12 must be fully considered, particularly the requirement on training procedures and the qualifications of instructors and assessors.

## SECTION 9.0. Specific Key Areas and Criteria

The following specific key areas and criteria shall be complied with when conducting training and assessment activities. Policies, procedures and controls shall be provided for each key area and shall be the basis in the conduct of day-to-day activities.

Specific Key Areas	Criteria
9.1 Implementation of the Approved Course Program	All training and assessment shall be conducted in accordance with the standards prescribed in Annex 1. It is therefore essential that maritime training centers must have a copy of the STCW Convention as amended and the relevant IMO model courses or MTC-developed curriculum. The objectives of the course program as stated in the IMO model course or MTC developed curriculum shall be strictly followed. The knowledge, understanding and skills which are required in the STCW Code shall be identified and incorporated into the course framework of the relevant IMO Model Course.
9.2 Qualifications of Training Supervisors, Instructors and Assessors	All training supervisors, instructors and assessors who are responsible in the implementation of the particular course program shall be qualified in accordance with the requirements prescribed in Annex 2; training centers must have programs to continuously update the competence and qualifications of these supervisors, instructors and assessors.
9.3 Delivery of Instructions	Instructors shall follow the prescribed course time table, detailed teaching syllabus and lesson plan/instruction guide for each particular program, and take into account the Instructors Manual and the Guidance in the implementation of IMO model courses, as appropriate.
9.4 Entry Standards	The entry standards as prescribed in the course programme shall be met by the intended trainees.
9.5 Course Intake Limitations	Trainees shall not exceed 24 per class but not more than 6 in each group