



## MARITIME INDUSTRY AUTHORITY

10 August 2020

### **MARINA Advisory 2020-59**

Series of 2020

**TO : ALL MARITIME TRAINING INSTITUTIONS (MTIs) AND ASSESSMENT CENTERS (ACs)**

**SUBJECT : ADDENDUM TO MARINA ADVISORY 2020-36 ON THE CONDUCT OF TRAINING DURING GENERAL COMMUNITY QUARANTINE (GCQ)**

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In the best interest of service and in view of the rising number of confirmed cases of COVID-19 in the country, all concerned are hereby informed of the following, to wit:

1. MTIs with approved Post Enhanced Community Quarantine (ECQ) Operation Plan shall be allowed to implement the Blended Learning Mode of training, subject to compliance with the guidelines stipulated in *Annex A*. Such compliance shall be recorded using the checklist in *Annex B*;
2. Applications together with the duly accomplished self-assessment column of the checklist (*Annex B*) and other pertinent documents shall be submitted to the Office of the Executive through Accreditation Division of the MARINA-STCW Office at this e-mail address: [stcw\\_accr@marina.gov.ph](mailto:stcw_accr@marina.gov.ph);
3. MTIs may conduct the Blended Learning Mode of training upon receipt of an acknowledgement from the Office of the Executive Director through the Accreditation Division; and
4. MTIs whose application is found in order is granted a provisional authority valid for (6) months to undergo blended learning, i.e. face-to-face and online, subject to monitoring and surveillance until further guidance is issued by MARINA.

For information and compliance.

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

## ANNEX A

### GUIDELINES FOR THE CONDUCT OF BLENDED LEARNING

#### I. Rationale

In the light of the health crisis brought about by Coronavirus Disease 2019 (COVID-19), there is a need to adopt an alternative mode of delivery of training courses in order to minimize face-to-face contact between the trainee and the instructor and control the spread of the disease.

Online distance eLearning is currently the preferred alternative delivery of training and assessment taking advantage of technological developments and provide a convenient platform for the student and the provider.

This Advisory shall not in any way reduce the content of face-to-face classes lower than 50%.

#### II. Coverage

All Maritime Training Institutions (MTIs) authorized to conduct STCW Mandatory Training Courses with approved Post Enhanced Community Quarantine (ECQ) Operation Plan are covered under these guidelines.

Authorized providers of professional courses such as the Training Course for Instructors (IMO Model Course 6.09), Examination and Assessment of Seafarers (IMO Model Course 3.12) and Train the Simulators Trainers (IMO Model Course 6.10) shall also be covered in these guidelines.

#### III. Implementation

a. The Blended Learning shall be adopted in delivering the MARINA approved courses that require the use of training equipment and learning systems in performing trainer-supervised practice sessions and/or assessment.

b. Components

- The Blended Learning shall be delivered using the Face-to-Face and e-Learning platforms.
- The Face-to-Face component (practical exercise and assessment) shall be conducted at the MTIs main office or practical site.
- The eLearning component shall be conducted online using Digital Platforms or Learning Management System (LMS).

c. Criteria and Conditions

The applicant MTI shall be required to submit the following:

- Course Timetable and Instructors Guide (IG) that reflect the mix of Face-to-Face and Online learning modalities;

- Description of the equipment to be used to carry out the online components of the program;
- Instructional and Learning Materials in digital format;
- Description of the Learning Management System for Online Learning;
- Dedicated account of the Online Distance Learning Program for MARINA STCW Office for accreditation, monitoring and surveillance purposes;
- Training certificate of instructors and assessors on Train the Trainer online distance learning; and
- Certificate on familiarization on digital platform that they will use.

#### **IV. Facilities and Equipment**

1. MTIs and trainees are required to maximize the use of technology to support learning and teaching, which includes the following:
  - Availability of Devices – Laptops, mobile phones, tablets or desktops
  - Operating System and Internet Connectivity – Fast and reliable
  - Digital Platforms or LMS must be set-up
2. MTIs shall have a multi-media or learning resource center to provide technical support to instructors in the development and implementation of IT-enabled and IT-mediated instructional materials as well as for use of trainees.

#### **V. MTIs Management Responsibility**

1. MTIs shall decide on the most viable form of blended learning and teaching that they will utilize based on their capability, existing condition, national government agency guidelines and local government unit advisories.
2. MTIs shall develop their learning continuity and capacity plan which shall reflect the framework and system for the transition and integration of blended learning approaches anchored on the existing tools and resources of the institution, capability of staff and faculty members.
3. On the management of trainees, MTIs shall provide mechanisms to inform and orient trainees on the training system to be implemented, such as:
  - Learning activities
  - Schedule of lessons and assessment/s
  - Monitoring of students engagement
  - Assessment system
  - Feedback
4. The systems and procedures for the transition to blended learning should be disseminated to all officials, teaching and non-teaching staff which shall be part of Quality Management System.
5. MTIs should implement mechanisms for trainees to receive/access printed or digital instructional materials through courier, designated pick up points or through digital platforms.

6. MTIs shall establish means for trainee and instructor engagement/ communication which may include Short Message Service (SMS), electronic mail (email), chat, instant messaging, and other means whichever is convenient, appropriate, and available in order to ensure personalized, effective, efficient, and timely mentoring and feedback mechanisms.
7. MTIs may explore partnerships with relevant agencies and organizations to strengthen and/or complement existing resources or connectivity to ensure uninterrupted learning of the students.
8. MTIs shall ensure that health and safety protocols are maintained at all times. Further, they also establish means to remind students, teachers and other school personnel on the health and safety protocols through the display of reminders in conspicuous areas within the school premises.
9. MTIs shall provide the MARINA-STCW Office Accreditation, Monitoring and Surveillance Division access to their system for Blended/eLearning.
10. The records of implementation of the said guidelines must be made available at all time as well as accessible for monitoring and/or surveillance purposes.

