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| Description: C:\Users\MARINA\Desktop\OTHER DOCS\DOTr logo.png  | Republic of the PhilippinesDEPARTMENT OF TRANSPORTATION**MARITIME INDUSTRY AUTHORITY****STCW Office** | **Image result for marina logo** |
| **Checklist for the Requirements to Conduct Blended Learning** |

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| **Name of Applicant MTI:** | **Address:** |
| **Training Course Applied for:**  | **Date of Application:** |
| **Bases of Evaluation:**1. MARINA Advisory No. \_\_\_\_\_\_\_\_\_
2. MARINA Circular No. 2013 – 01
3. STCW Circular No. 2018-02 and STCW Advisory No. 2019-05
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| **Key Areas** | **Requirements** | **Documents to be submitted** | **Self-Assessment****(To be accomplished by Applicant MTI)** | **Documentary Review****(To be accomplished by STCW Office Designated Evaluator)** | **Remarks** |
| **Complied** | **Not Complied** | **Complied** | **Not Complied** |
| **Implementation**  | Components* + - 1. The Blended Learning shall be delivered using the Face-to-Face and e-Learning platforms.
			2. The Face-to-Face component (practical exercise and assessment) shall be conducted at the MTIs main office or practical site.
			3. The eLearning component shall be conducted online using Learning Management System (LMS).
 | Quality Standard System Manual specifying policies and procedures in the conduct blended learning |  |  |  |  |  |
| Criteria and ConditionsIn the implementation of the Blended Learning, the following documents/evidences shall be submitted:1. Timetable and Instructors Guide (IG) that reflects the mix of Face-to-Face and Online learning modalities.
2. The equipment needed to carry out the online components of the program.
3. Instructional and Learning Materials, digital format;
4. Learning Management System (LMS) for Online Learning
5. Training certificate of instructors and assessors on Train the Trainer online distance learning
6. Certificate on familiarization on digital platform that they will use
 | * Course timetable and Instructor’s Guide
* Photos of equipment to be used
* Digital copy of instructional and learning materials
* Document of software or proof of installation of LMS
* Training certificate
* Certificate
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| **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
* LMS set-up
 | * Photos of Devices - Laptops, mobile phones, tablets or desktops.
* Description with photos of Operating System and Internet Connectivity indicating the speed (MBPS)
* Description with photos of software LMS installed
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| 1. 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.
 | Description with photos of the multi-media or learning resource center/ department |  |  |  |  |  |

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| **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
* Grading system
* Feedback
1. The systems and procedures for the transition to Blended learning should be disseminated to all officials, teaching and non-teaching staff which may be in the form of a policy document such as a guidebook/manual/briefer.
 | * QSS Manual Quality Standard System Manual specifying policies and procedures in the conduct blended learning
* Training and Assessment System Manual with provisions on the implementation of blended learning
* Applicable Forms
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| **MTIs Management Responsibility** | 1. MTIs should implement mechanisms for students to receive/access printed or digital instructional materials through courier, designated pick up points or through digital platforms.
2. 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.
3. MTIs shall ensure that health and safety protocols are maintained at all times. MTIs shall also establish means to remind students, teachers and other school personnel of the health and safety protocols through the display of reminders in conspicuous areas within the school premises.
4. MTIs shall provide the MARINA-STCW Office Accreditation, Monitoring and Surveillance Division access to their system
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| **MTIs Management Responsibility** | 1. MTIs shall provide the MARINA-STCW Office Accreditation, Monitoring and Surveillance Division access to their system for Blended/eLearning.
2. The records of implementation of the said guidelines must be made available during the conduct of monitoring and/or surveillance.
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