



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION



MARITIME INDUSTRY AUTHORITY
PANGASIWAAN NG KALAKALANG PANDAGAT
<http://www.marina.gov.ph>

MEMORANDUM CIRCULAR No. MD-2020-05
Series of 2020

TO : ALL MARITIME TRAINING CENTERS, MARITIME INDUSTRY
STAKEHOLDERS AND OTHER ENTITIES CONCERNED

SUBJECT : REVISED RULES AND REGULATIONS IN THE ACCREDITATION OF
MARITIME TRAINING INSTITUTIONS (MTIs) TO OFFER APPROVED
MARITIME TRAINING COURSES (MTCs) FOR SEAFARERS ONBOARD
DOMESTIC SHIPS

Pursuant to Presidential Decree No. 474, the following Revised Rules and Regulations in the accreditation of Maritime Training Institutions to offer approved Maritime Training Courses for seafarers onboard domestic ships, are hereby prescribed:

I. OBJECTIVES:

1. To prescribe rules and regulations and minimum mandatory requirements for the following:
 - 1.1 Accreditation of MTIs offering courses for seafarers onboard domestic ships.
 - 1.2 Inspection and approval of MTCs offered for seafarers onboard domestic ships.
2. To ensure the delivery of a quality training and assessment.

II. COVERAGE:

This Circular shall apply to all MTIs offering Approved Training Courses (ATC) to seafarers who want to go onboard domestic ships.

III. DEFINITION OF TERMS:

For the purpose of this Circular, the following terms shall be defined as follows:

1. **Approved Training Course (ATC)** refers to a training course relevant to specific competencies, as established and approved by MARINA.
2. **Assessment** refers to the process of collecting evidence and evaluation on whether competency has been achieved to confirm that an individual can perform to the standards in the workplace.

3. **Assessment Tools** refer to the documents with the following components: a) context and conditions of assessment, b) tasks to be administered to the trainee, c) an outline of the evidence to be gathered from the candidate and d) performance criteria used to evaluate the quality of performance.
4. **Certificate of Accreditation** refers to the document issued by MARINA to the MTIs that has complied with all the requirements for accreditation of a training course.
5. **Course Package** refers to the Course Plan together with the Instructional materials and Assessment tools.
6. **Course Plan** is the systematic organization of course documents designed and structured based on IMO Model Course format which contains the parts as stated in Annex 1.
7. **Inspection** is the process of verifying and evaluating the compliance of the Maritime Training Institutions to ensure that the training and administrative requirements are available and in working condition.
8. **Inspection Team** refers to a team composed of MDS Technical Staff and Technical Inspector as resource person, who will verify and evaluate the documents and training equipment.
9. **Instructional Materials (IMs)** refer to materials which complement and supplement instruction and teaching aids used in the conduct of the ATCs such as power point presentations or computer generated slides, exercise sheets, workbooks, pictures, diagrams.
10. **Maritime Training Institutions (MTIs)** refer to the duly established institutions, public or private, duly authorized by MARINA to conduct ATC.
11. **Maritime Training Course (MTC)** refers to the series of lessons composed of component modules to teach an individual the Knowledge, Understanding and proficiency (KUP) to acquire the required competences.
12. **Non-conformance** – refers to a either Major or Minor deficiency or failure to maintain compliance with prescribed standards and requirements or a deviation from standard norms, processes and procedures, substantiated by objective evidence, that leads to failure in achieving defined program objectives and outcome.

a) Major Non-Conformance (MNC) – refers to the findings of the Monitoring Team to the MTI for violating any of the following:

1. Conducting training without Accreditation.
2. Employing/Engaging the services of Instructors/Assessors and Supervisors not approved or accredited by MDS.
3. Issuing Training Certificate of Completion to trainees without undergoing actual training or passing the assessment.
4. Conducting training or assessment activities other than the location authorized by the MDS.
5. Conducting training or assessment in violation of the cease and desist order.
6. Non-functioning of training equipment that leads to the failure of achieving the competence of the trainee.
7. Non-compliance with the prescribed course duration.

8. Allowing Instructors to conduct assessment of his own trainees.
9. Deviation from Course Plan (Course Framework, Course Outline, Course Timetable, Detailed Teaching Syllabus (DTS) and Instructor's Guide (IG)).
10. Failure to correct the Non-Conformance noted by the Inspection or Monitoring Team within the prescribed period.
11. Persistent or Recurring failure to conduct any of the following:
 - a. Internal Quality Audit (IQA)
 - b. Management Review
 - c. Address a Non-Conformance finding during IQA or Third-Party Audit

b) Other violation not stated on the above is considered as Minor Non-Conformance

c) **Minor Non-Conformance (MiNC)** – shall refer to a single system failure or lapse in conformance with a procedure relating to the applicable standards for the implementation of the maritime training course(s) or assessment of competence of seafarers carried out by the MTI or assessment center concerned. This failure does not indicate a system breakdown nor raises doubt that the training or assessment meets the specified standards and requirements and competence outcome.

13. **Preventive Maintenance System (PMS)** refers to the process of periodic inspection, testing, and repair of equipment and facilities to ensure preservation of its good working condition.
14. **Quality Standards System (QSS)** - refers 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 courses.
15. **Training Completion and Record of Assessment (TCROA) Report** - refers to the prescribed document where the name of trainees who have completed the training courses and the outcome of their assessment are recorded and certified by the qualified assessor of an accredited MTI.

IV. GENERAL PROVISIONS:

1. All MTIs duly registered with the Securities and Exchange Commission as corporation or registered at the Department of Trade and Industry as single proprietorship/partnership shall be allowed to apply for accreditation under this Circular.
2. Only MTI with valid Certificate of Accreditation shall be allowed to offer Maritime Training Courses as specified in Annex 2 (List of MTCs) of this Circular.
3. Only Instructors and Assessors approved by MARINA shall be allowed to conduct training and assessment, respectively, of particular ATCs. The minimum qualification requirements of instructors and assessors are specified in the standard course frameworks that will be issued by MARINA.
4. The training fees to be collected by MTIs shall be prescribed by MARINA.
5. The Enrollment Reports containing the list of trainees who are enrolled in a particular MTC(s) shall be in accordance with the format as specified in Annex 3.

6. All training/assessment processes undertaken by the MTIs shall be in accordance with their Quality Standards System (QSS).
7. MTI with expired Certificate of Accreditation is not allowed to conduct training and assessment until such time that the accreditation is duly renewed.
8. MARINA requires that all training and assessment conducted by MTI shall be monitored to ensure compliance with the prescribed standards under this Circular.
9. The QSS Manual, Internal Quality Audit (IQA) report and other supporting documents of MTIs shall be made available during inspection and monitoring.
10. In the light of the health crisis brought about by the COVID-19, there's a need to adopt an alternative mode of delivery by way of blended learning in order to minimize the face to face contact between the instructor and the trainees. Likewise, in view of the impaired mobility during pandemic, a virtual/remote inspection/re-inspection may be conducted.

V. SPECIFIC PROVISIONS:

1. Documentary Requirements

Pre-Requisites for Accreditation - The MTI shall file application at the Manpower Development Service (MDS) Central Office using the following forms:

Form 1 - Letter of Application;

Form 2 - Self Assessment of Compliance to Training Course;

Form 3 - List and Qualifications of Instructor and Assessors.

Form 4 - Inventory of Training Equipment for particular training course being applied for;

Form 5 - Checklist for the Administrative Requirements; and,

Form 6 - Training Completion and Records of Assessment (TCROA) Report Form for the course being applied for.

2. Procedures

2.1. Table-top Evaluation

The application shall be subjected to table-top evaluation. If found compliant, the MTIs shall be notified on the date of inspection, otherwise, they shall be notified accordingly until such time that the MTIs rectified the noted deficiency.

2.2. Conduct of Inspection

2.2.1. On-site Inspection shall be conducted by the MDS authorized Inspection Team pursuant to a Special Order to verify compliance with all the prescribed requirements under this Circular.

2.2.2. Approved Instructors and Assessors specified and listed under Form 3 must be present during the conduct of inspection.

2.2.3. The procedure on the conduct of inspection shall be referred to Internal Guidelines of inspection.

2.2.4. The concerned MTI must rectify within 30 calendar days from receipt of Notice of Deficiency. A compliance report shall be submitted to MDS within

the prescribed period. Such report shall be verified and validated through a re-inspection.

2.3. Presentation of Instructional Materials (IMs) and Assessment Instruments (AIs)

The MTIs shall present the IMs and AI to the MARINA Subject Matter Experts (SME) through actual demonstration to determine if the IM is aligned to the Instructional Guide and Course Syllabus

2.4. Approval of Courses and Issuance of Accreditation

2.4.1. The training courses shall be approved by MARINA after complying with all the prescribed requirements under this Circular.

2.4.2. Once approved, a corresponding Certificate of Accreditation as specified in Annex 4 shall be issued to the MTI that will serve as their legal authority to conduct training.

2.4.3. The above Certificate of Accreditation is valid for three (3) years unless revoked for caused.

2.5. Renewal of Certificate of Accreditation

2.5.1. The Application for renewal of Certificate of Accreditation must be filed at least six (6) months before the expiration date. Failure to submit on the prescribed time, the application will not be prioritized.

2.5.2. The Certificate of Accreditation may be renewed provided that the following requirements have been met:

2.5.2.1. The MTI maintains its compliance with the prescribed requirements;

2.5.2.2. All Non-Conformance (NC), if any, found during the monitoring or Internal Quality Audit has been rectified;

2.5.2.3. The MTI has no pending case filed by MARINA or any entities pertaining to the conduct of ATC; and

2.5.2.4. Payment of the required fees.

VI. RESPONSIBILITIES OF MARITIME TRAINING INSTITUTIONS (MTI)

All MTIs offering Approved Training Course shall:

1. Abide all lawful instructions, orders or directives of MARINA;
2. Ensure that only those Instructors and Assessors approved by MARINA shall conduct training/assessment. In case of replacement, MDS must be informed prior the conduct of the training/assessment;
3. Conduct training/assessment only at a venue approved by MARINA.
4. Ensure that the implementation of training course shall be in accordance with this Circular;
5. Allow conduct of inspection and monitoring activities by the MARINA inspection/monitoring team provided they show the proper written authority;
6. Submit the notarized Memorandum of Agreement (MOA) to MARINA as to any agreement entered into with any shipping company or other organizations/MTIs relative to the conduct of training;
7. Ensure the safety and security of the trainees during the conduct of

training/assessment and shall observe, at all times, the health and safety standards set by the government.

8. Submit to MARINA the following reports:
 - 8.1 Report on or before the start of the training using the prescribed Form;
 - 8.2 TCROA Report within five (5) days after the date of completion of training; and
 - 8.3 Internal Quality Audit (IQA) Report.
9. Submit Incident/Accident report to MARINA involving any trainee during the conduct of training course within three (3) working days from the date of incident/accident;
10. Establish a small billboard or poster in a conspicuous place of the MTIs indicating the Certificate of Course Approval and the name of the approved Instructors and Assessors. In the classrooms, the MTIs shall also post a Notice indicating that, *"This classroom can only accommodate a maximum of 30 students at any given time."* Likewise, in the training site, there should be a small billboard indicating that, *"This site has been approved by MARINA"*. Any violations shall be reported to MARINA accordingly; and
11. Cease and desist at their instance from conducting training once a Major Non-Conformance was noted during their Internal Quality Audit (IQA). Training may resume as soon as the said major non-conformance is corrected. In case of Minor-Non Conformance, the MTI is required to rectify the said minor non-conformance within fifteen (15) days after the conduct of the said IQA.

VII. SYSTEMS FOR APPROVAL OF MARITIME TRAINING COURSES (MTCs)

A. Training System

The following key areas and criteria/ requirements shall be complied with, in conducting training. Policies, Procedures and Controls shall be established for each area which shall be part of the Quality Standards System (QSS) of the MTI.

1. Implementation of the Approved Training Course.

All ATCs shall be conducted in accordance with the requirements of MARINA. It is therefore essential that MTI must have a copy of the relevant standard approved by MARINA. The knowledge, understanding and skills shall be identified and incorporated into the course framework of the ATCs.

2. Training Instructors and Assessors.

All training instructors and assessors who are responsible in the implementation of the particular ATC shall be approved by MARINA. MTI must have programs to continuously update the competence and qualifications of their instructors and assessors. MTI shall have at least one (1) Assessor and one (1) Instructor for each ATCs. However, MTI should take note that an instructor cannot conduct the assessment of his own class for purposes of check and balance. (Responsibility of MTIs)

3. Delivery of Instructions

Instructors shall follow the prescribed Course Timetable, Detailed Teaching Syllabus and Instructor's Guide for each particular ATC.

4. Entry Standards

The entry standards as prescribed in the ATC shall be met by the intended trainees.

5. Course Intake Limitations

Trainees shall not exceed 30 per class but not more than 6 in each group during practical training.

6. Classrooms

Classrooms shall be a minimum of 42 square meters equipped with necessary and required teaching facilities.

7. Training Equipment

The required training equipment shall be available and in working condition. Equipment other than those specified may be allowed provided they will serve the purpose in achieving the training objective.

8. Textbooks and Teaching Aids

The required textbooks and teaching aid prescribed in the ATC shall be available. Substitution of textbooks may be allowed provided they serve the same purpose. Original copies of textbooks should be made available during inspection.

B. Assessment System

1. MTI is required to have an Assessment Manual using the following key elements as guide:

1.1 Scope and Coverage - definitions of the following:

- Assessee
- Assessor
- Passing candidate
- Failure candidate
- Retraining of candidate
- Candidates with Incomplete Requirements

1.2 Policy and procedures on the design and development of assessment tools.

1.3 Assessment Plan - policy and procedures on the delivery of the following:

- Written Test
- Practical Test if applicable
- Type of Written Test (Multiple choice, essay, etc.)
- Course Intake Limitation during Practical Test
- Conduct of Assessment
- Validation of the Assessment Instrument including updating of questionnaires

1.4 Staff Development - policy and procedures in the hiring, recruitment, designation and training of Assessors.

1.5 Facilities and Equipment - policy and procedures in the use and maintenance of facilities and equipment required for assessment.

- 1.6 Training Completion and Records of Assessment (TCROA) Reports - policy and procedures in accomplishing, approving, certifying and submitting of TCROA which shall include personnel and other administrative arrangement.
- 1.7 Payment of Fees - policy and procedures for the payment of fees of trainees.
- 1.8 Monitoring and Evaluation - policy and procedures to be observed when undergoing verification and evaluation by the MARINA Authorized Inspection Team.
2. MTI may designate class Instructor to act as Assessor provided that the following requirements are complied with:
 - 2.1 The class Instructor is also an accredited Assessor;
 - 2.2 Such arrangement 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. MTI shall ensure that all trainees enrolled in a particular training program, who passed or failed in the training program, shall be included in the TCROA report.
4. The Instructor designated by the MTI to act as Assessor shall not be allowed to conduct assessment of trainees of his own class.
5. All assessors of MTI conducting assessment of knowledge, understanding and competence of trainees required under this Circular shall meet the requirements prescribed by the MTI approved by MARINA.
6. Qualifications of Assessor – Please refer to Specific Course Package.
7. Trainee who has completed a training program and passed the required minimum standards of competencies shall be issued a Certificate of Completion (Annex 5).
8. Guidelines in Assessing the Trainees:
 - 8.1 The knowledge, understanding and proficiency of each trainee shall be assessed against intended learning outcome;
 - 8.2 A passing mark shall be given if they have clearly demonstrated the abilities, skills, and competencies required;
 - 8.3 The assessment of competence shall consist of a written and/or practical test involving knowledge and understanding and demonstration of skill or proficiency.
 - 8.4 Written assessment shall be conducted after completion of each ATC. The practical demonstration of skill or proficiency shall make use of equipment or facilities required for the ATC, if applicable;
 - 8.5 All assessment conducted shall be documented in accordance with the attached TCROA which shall be accomplished by the assigned assessor.

C. Quality Standards System (QSS)

1. MTI shall establish a QSS to ensure the achievement of objectives of the course programs, the acquisition of knowledge, understanding and skills appropriate to the examination and assessment, including the qualification of Instructors and Assessors. However, if the MTI's QSS has already been approved by STCW Office, it is considered compliant if it includes the provisions of this Circular.
2. QSS shall contain the elements regarding institutional policies, management responsibilities, systems and procedures, control function, internal quality review and arrangement for external evaluation.
3. MTI shall conduct Internal Quality Audit (IQA) at least once a year or as the need arises.
4. The QSS addresses compliance of all the requirements of the specific key area and criteria prescribed in the Training and Assessment Systems of this Circular;
5. All internal management control and monitoring measures and follow-up actions comply with planned arrangements and documented procedures;
6. QSS should be documented in a Quality Manual, to wit:
 - 6.1 Vision, Mission and Objectives;
 - 6.2 Details of training strategies in use;
 - 6.3 Organization chart and information on the composition of committees and advisory bodies;
 - 6.4 Staff and trainees information;
 - 6.5 Description of training facilities and equipment;
 - 6.6 institutional policies;
 - 6.7 management responsibilities;
 - 6.8 procedures and control function;
 - 6.9 internal quality review; and
 - 6.10 arrangement for external evaluation.

VIII. SCHEDULE OF FEES AND CHARGES:

Fees	Amount
Evaluation Fee	P 300.00
Inspection Fee	P 700.00
Re-inspection Fee	P 800.00
Accreditation and Course Approval Fee	P 23,400.00

IX. FINES AND PENALTIES:

Any violation of this Circular shall be dealt with in accordance with the existing Schedule of Administrative Fines and Penalties for Maritime Violations/Offenses and its subsequent amendments.

X. TRANSITORY PROVISIONS:

Existing Certificates of Accreditation issued pursuant to MARINA Circular No. 174 shall remain valid until the date of expiration. Thereafter, the accreditation of MTI shall be in accordance with the provisions of this Circular.

XI. REPEALING CLAUSE:

MARINA Circular No. 174 and other related issuances which are inconsistent herewith are hereby superseded and repealed.

XII. SEPARABILITY CLAUSE:

Should any provision of this Circular be declared by competent authority to be invalid or unconstitutional, the remaining provisions or parts hereof shall remain valid and effective.

XIII. EFFECTIVITY:

This Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

Manila, Philippines, OCT 27 2020

BY AUTHORITY OF THE BOARD:


VADM ROBERT A EMPEDRAD AFP (Ret)
Administrator

SECRETARY'S CERTIFICATE

This is to certify that the Memorandum Circular No. MD-2020-05 has been approved by the MARINA Board during its 280th Regular Board Meeting held on 27 October 2020.


ATTY. EUSEBIA A. CADLUM-BOCO
Board Secretary

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