 Republic of the Philippines

Form No.2

Department of Transportation

MARITIME INDUSTRY AUTHORITY

Manpower Development Service

**Self-Assessment of Compliance to the Training course**

MTI : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Course : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Instructions*  : *Before accomplishing this Form, the provisions in the inspection, monitoring and accreditation of training course as embodied in Memorandum Circular \_\_\_ be thoroughly read. Any misrepresentation of information maybe a ground for denial of application.*

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| **Key Areas and Criteria** | **Compliance/Steps Taken** |
| 1. **Implementation of the prescribed training courses** – All training and assessment shall be conducted in accordance with the prescribed guidelines in the implementation of the training course. It is important that the training center must have a copy of the MARINA-developed training course. The objectives of the course shall be strictly followed. | 1. Do you have a copy of the prescribed MARINA developed training course? \_\_\_\_\_ 2. Are the training objectives and specific learning objectives of the training course properly identified and understood by the instructors? \_\_\_\_\_ |
| 1. **Qualifications of training Supervisors, Instructors and Assessors** – All training supervisors, instructors and assessors who are responsible in the implementation of the particular training course must be qualified in accordance with the MARINA prescribed guidelines. | 1. Are the training supervisors, instructors and assessors for the training course qualified in accordance with MARINA guidelines? \_\_\_\_ |
| 1. **Course Intake Limitation –** Trainees shall not exceed 24 per class but not more than 6 in each group during practical training. | 1. Are procedures in accordance with MARINA prescribed guidelines? \_\_\_\_ |
| 1. **Entry Standards –** The entry standards as prescribed in the course program shall be met by the intended trainees. | 1. Are procedures in accordance with the MARINA prescribed training course? \_\_\_\_ |
| 1. **Classrooms –** Classrooms shall be 42 sqm for 24 trainees equipped with the required training facilities. The number of classrooms shall be proportionate to the number of trainees. . | 1. Are the specifications in the criteria met? \_\_\_ 2. How many classrooms are exclusively used for the above course? \_\_\_ 3. Are the total number of classrooms proportionate to the number of enrolled trainees? \_\_\_ |
| 1. **Training Equipment –** The training equipment listed as requirements for the training course shall be available and in good working condition. Equipment other than those specified may be allowed provided they will serve the purpose in achieving the training objective. | 1. Are all the equipment required for the training course available? \_\_\_ 2. Do you have additional equipment not required but will be used for the training course? \_\_\_   (Please list and attaché the inventory of such equipment) |
| 1. **Textbooks and Teaching Aids –** The required textbooks and teaching aids prescribed in the training course are available. Substitution of textbooks may be allowed provided they serve the same purpose. | 1. Please list and attaché the inventory of textbooks and teaching aids. |
| 1. **Assessment of Trainees –** All trainees before being issued a training certificate shall be assessed to ensure that the required standard of competence for the particular training course is fulfilled. | 1. Are procedures in assessing the knowledge, understanding and skills of trainees in place? \_\_\_ |

Prepared by:

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Name and Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Designation

Reviewed and attested by:

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Printed Name and Signature