Part A
Course Framework

■ Scope

This **Training Course for Assessors (based on IMO Model Course 3.12)** aims to impart the mandatory minimum competences ~~as~~ prescribed by the Administration pursuant to the training requirements in Regulation I/6, paragraph 2 of the International Convention on Standards, Training, Certification and Watchkeeping of Seafarers, 1978, as amended, for assessors who are responsible for the conduct of assessment of maritime education and training courses and the assessment of competence.

The course requires a total of **eighty (80)** instructional hours to complete, consisting of the main topics which includes *Course Introduction, Process Overview, Statutory and Regulatory Framework, Quality Standards System, Requirements in Maritime Education, Training, and Assessment, Approving Training, Assessment and Records, Competence-based Standards, The Assessment Process, Assessment Methods, Onboard Assessment System, Administration, and Course Summary.*

■ Training Outcomes

The trainees who have successfully completed the course will contribute to the IMO's mission to promote safe, secure, environmentally sound, efficient and sustainable shipping through cooperation in the conduct of assessment of maritime education and training courses required in the various IMO conventions, regulations and other relevant instruments.

Specifically, participants who successfully complete the course should be able to:

1. determine the requirements for the issuance of the STCW certificates;
2. apply the provisions of the STCW Convention concerning the examination, assessment, and certification of Masters, Officers, and Ratings;
3. plan, design, administer, and control examination and assessment for job performance using appropriate methods;
4. collect, analyze, and document sufficient, valid, and reliable evidence of assessment;
5. recognize and use constructive feedback; and
6. demonstrate ethical behavior (professionalism, integrity, excellence) in the conduct of examination and assessment.

■ Entry Standards

This course is intended to all maritime and allied professionals who intend to conduct examination, assessment, and certification of seafarers.

This course is also open for other individuals who are involved in maritime education, training, assessment, and certification of seafarers.

Completion of the Training Course for Instructors is a **prerequisite** to this course.

■ Course Certificate

On successful completion of the course, a Certificate of Training Completion shall be issued certifying a holder's acquisition of the mandatory minimum requirements and competence as required in Regulation I/6 of the STCW Convention, 1978, as amended.

■ Course Intake Limitation

The number of trainees shall not exceed twenty-four (24) per class to ensure effective and efficient delivery of the course.

■ Staff Requirements

Instructor:

The conduct of the course shall require a minimum of two (2) experienced Instructors who have adequate background and knowledge about the maritime industry. At least one, who shall be the course leader, should have completed professional teacher training.

Particularly, they must possess the following qualifications:

- completed the Training Course for Assessment, Examination, and Certification of Seafarers (IMO Model Course 3.12);
- with at least three (3) years of assessment experience in a maritime education, training institution, or assessment center as an instructor and/or assessor OR

  with at least three (3) years of assessment experience for TCI within the last five (5) years;
- completed the Understudy Program under the supervision of an accredited and recognized TCA Lead Instructor; and
- an AECS Instructor accredited by the Administration.

Assessor:

The assigned assessor must possess the same qualifications as the Instructor and in addition, must be an accredited AECS Assessor by the Administration

Resource Persons:

The services of other qualified person/s with established expertise on the following topic/s and subject areas of this training course provided that the Administration shall be duly informed at least five (5) working days prior to engagement:

- Topic 2: Statutory and Regulatory Framework;
- Topic 4: Requirements in Maritime Education, Training, and Assessment;
- Topic 5: Approving Training, Assessment and Records; and
- Topic 10: Administration.

■ Assessment

The assigned assessors shall be guided by Part C and Part E of the Course Plan in the conduct of assessment.

■ Teaching Facilities and Equipment

For the theoretical part of the course, lectures and demonstrations shall be held in a classroom with tables and chairs, and a set of functional audiovisual equipment. The classroom shall have an area of at least 42 square meters with no side less than 5 meters and no structural obstruction. Should the classroom be less than 42 square meters, the number of trainees that can be accommodated will be computed based on the 1.75 square meters area per trainee requirement.

Should the training provider opt to deliver the course through distance learning, they shall comply with the requirements under the Guidelines on Training and Assessment by Distance Learning and eLearning in accordance with the provisions of Regulation I/6 of the STCW Convention, 1978, as amended, and as prescribed by the Administration.

At least two (2) smaller rooms or areas suitable for planning, small group discussions, briefing/debriefing exercises are to be made available, and access to practical laboratory equipment for demonstration of the practical assessment process.

The main room shall be provided with internet connectivity, an interactive board or whiteboard, writing materials, and usual office facilities and supplies.

A video camera is required for the recording of practical activities.

■ Teaching Aids (A)

A1 Visual Presentations

A2 Training videos related to the topics

Note: *Note: When using videos and images from external sources, the MTI shall ensure that these are obtained from reliable sources, deliver accurate information, are of high-resolution quality, and adhere to educational or industry standards. Appropriate references/acknowledgments shall be indicated in the presentation slides.*

A3 MARINA issued Training Standards

A4 Course Compendium

A5 Exercise Sheets:

A5.1 Getting to Know You (KWHL Sheet)

A5.2 Learning Contract

A5.3 Determining requirements for Assessment

A5.4 Analyzing tasks for competence-based training and assessment

A5.5 Developing Assessment Plan

A5.6 Collecting and Matching Evidence with Standard

A5.7 Determining appropriate method of assessment

A5.8 Developing review and verification tools

A5.9 Developing continual improvement plan

A5.10 Constructing assessment tools

A5.11 Developing Table of Specifications

A5.12 Constructing Multiple-Choice type of test

A5.13 Creating scoring schemes

A5.14 Conducting Invigilation of test

A5.15 Conducting Item Analysis

A5.16 Conducting Oral Test

A5.17 Conducting Practical Assessment

A5.18 Developing on-board Assessment Plan

A5.19 Developing Performance Improvement Plan

A6 Legislative and Administrative Issuances

- MARINA Circular No. SC 2018-08
- MARINA Circular No. SC 2018-09
- MARINA Circular No. SC 2019-01
- MARINA Circular No. SC 2020-02
- MARINA Circular No. SC 2020-03
- MARINA Circular No. SC 2021-01
- MARINA Circular No. SC 2021-02
- MARINA Circular No. SC 2021-03
- MARINA Circular No. SC 2021-04
- MARINA Circular No. SC 2021-05
- MARINA Circular No. SC 2021-06
- MARINA Circular No. SC 2021-08
- MARINA Circular No. SC 2021-09
- MARINA Circular No. SC 2021-10
- MARINA Circular No. SC 2022-03
- MARINA Circular No. SC 2022-04
- MARINA Circular No. SC 2022-06
- MARINA Circular No. SC 2023-03
- MARINA Circular No. SC 2023-04
- JCMMC 2023-01, series of 2023

A7 Handouts

■ IMO References (R)

R1 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended

R2 Code of International Standards and Recommended Practices for a Safety Investigation into a Marine Casualty or Marine Incident (Casualty Investigation Code)

R3 IMO Member State Audit Scheme (IMSAS), 2015 edition

R4 IMO Model Course 3.12 Assessment, Examination and Certification of Seafarers (2017 edition)

R5 IMO Model Course 1.30 Onboard Assessment (2017 edition)

R6 IMO Model Course 3.09 Port State Control (2001 edition)

R7 MSC/Circ.853 Guidance on Shipboard Assessments of Proficiency (1998)

R8 International Convention for the Safety of Life at Sea, 1974, as amended

R9 International Safety Management Code (ISM Code), 2018 edition

R10 International Ship and Port Facility Security Code (ISPS Code), 2003 edition

■ Bibliography (B)

B1 Brown, S. et al, (2005). *500 Tips on Assessment* 2nd ed. Abington, Oxon, Routledge

B2 Fletcher, S. (2000). *Competence-Based Assessment Techniques (Practical Trainer).* 2nd ed. London, Kogan Page.

B3 Holder, L.A. (2011). *Training and Assessment on Board*, 4th ed London, Witherby & Co Ltd.

B4 International Chamber of Shipping. (2020) *Personal Training and Service Record Book.* 2nd ed. London, International Shipping Federation.

B5 International Shipping Federation. (2002) *On Board Training Record Book for Engineer Ratings.* London, International Shipping Federation.

B6 International Shipping Federation. (2011). *On Board Training Record Book for Officers-in-charge (Deck Cadets) on ships 500 gross tonnage or more.* 3rd ed. London, International Shipping Federation.

B7 Mager, R.F. (2012). *Measuring Instructional Intent or Got a Match?* Revised 3rd ed. Carefree, Arizona.

B8 Osterlind, S. (2013) *Constructing Test Items: Multiple-Choice, Constructed-Response, Performance, and other Formats*. 2nd ed. New York, Springer Science+Business Media, LLC.

B9 Raeng, E. (1999). *Assessing Seafarers' Competence*. FAME/MARTA, Manila.

B10 The Nautical Institute. (1997). *Maritime Education and Training: A Practical Guide*. London.

Note: The training provider may choose books from the mentioned bibliography or use other or additional references provided it has similar content to the latest edition. Electronic publications may be accepted as alternatives to printed copies of the latest editions and must be sourced from authorized publishers.

■ Website References (W)

W1 Five Characteristics of Quality Educational Assessments – Part Three. Retrieved from https://www.nwea.org/blog/2013/five-characteristics-quality-educational-assessments-part-three/#sthash.uRWqpjGj.dpuf

W2 Guidelines for competency-based assessment in Western Australia. Retrieved from: http://hdl.voced.edu.au/10707/179687

W3 Improving Multiple Choice Questions. Retrieved from: https://www.smu.edu/-/media/Site/Provost/assessment/Resources/MultipleChoices/Improving-Multiple-Choice-QuestionsUNCCH.pdf?la=en&hash=E8167D388358BFCCB9FD7ECFB154770FCEE73FEF

W4 Is This a Trick Question? Retrieved from https://www.k-state.edu/ksde/alp/resources/Handout-Module6.pdf

W5 Teaching, learning and assessment in TVET: the case for an ecology of assessment. Retrieved from: https://www.ncver.edu.au/research-and-statistics/publications/all-publications/teaching,-learning-and-assessment-in-tvet-the-case-for-an-ecology-of-assessment

W6 Maritime Industry Authority. https://marina.gov.ph/

Note: MTIs may use additional websites as deemed necessary to meet the intended learning outcomes of this training course.