Part B
Course Outline

MTI shall ensure that all trainees shall be given sufficient time to learn, understand and perform the practical training component of this course. It is understood that the number of hours for demonstration/practical work specified in the table below is indicative. Training hours shall be extended depending on trainees' successful acquisition of the required competence.

Topics	Time Allocation (in hours)	
	Theoretical	**Demonstration/ Practical Works**
Course Introduction .1 Course Overview	0.5	1.0
1. Process Overview	0.5	-
2. Statutory and Regulatory Framework 2.1 International Obligations 2.2 National Legislative and Administrative Framework 2.2.1 Authority 2.2.2 Organization 2.3 Requirements for assessment, examination, and certification of seafarers under the STCW Convention 2.4 Dispensations, exemptions and equivalents	2.0	2.0
3. Quality Standards System 3.1 Quality standards and verification of compliance 3.1.1 Quality Standards System Requirements 3.1.2 Verification of Compliance 3.2 Quality Management System (QMS) 3.3 International Safety Management (ISM Code)	5.0	-
4. Requirements in Maritime Education, Training, and Assessment 4.1 Administration policies on maritime education, training and assessment 4.2 Roles and responsibilities of Instructors, Supervisors, and Assessors in training and assessment 4.3 Onboard training and assessment	2.0	-
5. Approving Training, Assessment and Records 5.1 Specification of standards 5.2 Evaluation against standards 5.3 Maintenance of education, training, and assessment standards	2.0	-
6. Competence-based Standards 6.1 Competence-based Training and Assessment 6.2 Developing Competence-based Training and Assessment	4.0	6.0

Topics	Time Allocation (in hours)	
	Theoretical	**Demonstration/ Practical Works**
6.3 Collecting and Matching Evidence with Standard		
7. The Assessment Process 7.1 Preparation of assessment tools 7.1.1 Design and Development 7.1.2 Review and Verification 7.1.3 Pilot Testing and Validation pproval 7.2 Conduct of Assessment 7.3 Determining assessment outcomes 7.3.1 Grading System 7.3.2 Failures and Remediation 7.3.3. Appeals and Re-sits 7.4 Evaluation of the assessment process for continual improvement	4.0	6.0
8. Assessment Methods 8.1 **Written Tests** 8.1.1 Developing Written Tests 8.1.2 Scoring of Written Tests 8.1.3 Invigilation of Tests 8.1.4 Item Analysis	8.0	12.0
8.2 **Oral Tests** 8.2.1 Developing Oral Tests 8.2.2 Scoring Oral Tests 8.2.3 Conducting Oral Tests	1.0	4.0
8.3 **Practical Assessment** 8.3.1 Developing Practical Assessment 8.3.2 Scoring Practical Assessment 8.3.3 Conducting Practical Assessment	2.0	6.0
9. Onboard Assessment System 9.1 Developing Performance Outcomes for Onboard Assessment 9.2 Performance Measures and Standards 9.3 Assessment Package 9.4 Conduct of Onboard Assessment 9.5 Development of a Performance Improvement Plan	3.0	6.0
10. Administration 10.1 Issuing and revalidating certificates 10.2 Enforcement of standards 10.3 Responsibilities of companies	2.0	-
Course Summary **.**1 Ethical and Moral Standards .2 Course Evaluation	1.0	

Training Hours	37.0	43.0
Total Training Hours	**80.0**	

Assessment		

Notes:

1. *It is the responsibility of the training provider to determine the number of hours needed for the conduct of assessment both theoretical and practical as maybe applicable taking into account the number of trainees, number of assessors, number of equipment, vis-à-vis the number of test items for theoretical and the number of exercises for practical assessment.*
2. *Time allotted in the practical demonstration shall be construed as the time allotted for 24 trainees, provided that all trainees have demonstrated the task or scenario and if the practical exercises are conducted by group, the rotation of roles is required.*