Part C
Course Syllabus

The course syllabus has been written in learning outcomes format in which the outcome describes what the trainee must do to demonstrate that the specified knowledge or skill has been acquired and the proper attitude has been developed. All the outcomes are understood to be prefixed by the words, "At the end of the lesson, the trainees should be able to …"

Topics / Learning Outcomes	Reference/ Bibliography	Teaching Aid
Course Introduction ***.1 Course Overview*** .1 explain the need to attend the course as stipulated in Regulation I/6 and Section A-I/6 of STCW Convention and Code. .2 relate personal objectives in attending the course with the course training outcome. .3 explain how to accomplish a learning journal for the duration of the course to enhance learning.	R1	A1, A4, A5.1, A5.2, A7
1. Process Overview .1 explain the minimum requirements for certification as provided in Article VI of the STCW Convention 1978. .2 explain the requirement in Regulation I/2 for the issuance of relevant certificates for various levels of responsibilities. .3 explain the requirements in Regulation I/6 and Section A-I/6 of STCW Convention and Code.	R1	A1, A4, A7
2. Statutory and Regulatory Framework **2.1 International Obligations** .1 explain the obligations to be fulfilled under the following international instruments governing the training and certification of seafarers: - STCW Convention, 1978 as amended; - International Convention for the Safety of Life at Sea, 1974, as amended; - International Convention for the Prevention of Pollution from Ships (MARPOL), 1973/78; - International Safety Management Code (ISM Code); and,	R1, R8, R9, R10	A1, A4, A6

Topics / Learning Outcomes	Reference/ Bibliography	Teaching Aid
- International Ship and Port Facility Security Code (ISPS Code). .2 explain the control mechanisms established by the International Maritime Organization (IMO) and other relevant international organizations to verify compliance of member states with the international instruments.		
2.2 National Legislative and Administrative Framework 2.2.1 Authority .1 explain the enabling national legislations that give full and complete effect to the STCW Convention 1978. .2 explain the subsidiary legislations issued by the Maritime Administration in the implementation of the examination, assessment, and certification system of seafarers. 2.2.2 Organization .1 explain the duties and responsibilities of the Maritime Industry Authority (MARINA), Commission on Higher Education (CHED), and Department of Health (DOH) in relation to the examination, assessment and certification of seafarers. .2 explain the roles of other relevant organizations involved in the examination, assessment, and certification of seafarers.	R1	A1, A4, A6, A7
2.3 Requirements for assessment, examination, and certification of seafarers under the STCW Convention .1 explain the requirements for examination and assessment in accordance with Regulation I/6 and Section A-I/6 of the STCW Convention and Code. .2 explain the requirements for certification in accordance with the following STCW Regulations: - Reg. I/2 (Certificates and Endorsements) - Reg. I/9 (Medical Standards) - Reg. I/10 (Recognition of certificates) - Reg. I/11 (Revalidation of certs.)	R1	A1, A4, A6, A7

Topics / Learning Outcomes	Reference/ Bibliography	Teaching Aid
- Reg. I/5 (National provision: Suspension and revocation of certificates) .3 determine the appropriate certificate for Management Level, Operational Level, Support Level, and for certain types of ships .4 cite examples of the recognition process undertaken by other Administrations.		
2.4 Dispensations, exemptions and equivalents .1 explain the conditions in which dispensation may be issued in accordance with Article VIII of the STCW Convention, 1978 as amended. .2 explain the Maritime Administration's policy guidelines in relation to the provisions of Article VIII. .3 explain the provisions of Article IX on Equivalents. .4 cite examples of circumstances of exceptional necessities and appropriate actions to be taken	R1	A1, A4, A6, A7
3 Quality Standards System **3.1 Quality standards and verification of compliance** 3.3.1 Quality Standards System Requirements .1 explain the requirements of establishing a quality standard system per Regulation I/8, Section A-I/8, and Section B-I/8 for the administration of the following: ● Education and Training and Programs ● Examination and Assessment ● Certification System .2 analyze the compliance of an institution with the requirements of Regulation I/8, Section A-I/8, and Section B-I/8 of the STCW Convention and Code in relation to the examination, assessment and certification based on a given scenario. 3.3.2 Verification of Compliance .1 explain the requirements for the verification of compliance in accordance with Regulation I/8 and Section A-I/8 of the STCW Convention and Code.	R1, R3,	A1, A4, A6

Topics / Learning Outcomes	Reference/ Bibliography	Teaching Aid
.2 explain the main features of the audit standard established by the International Maritime Organization.		
3.2 Quality Management System (QMS) .1 explain the elements and requirements of a quality management system applicable to the education, training, examination and assessment, and certification of seafarers. .2 analyze the appropriateness of the sample QMS for examination, assessment and certification processes based on the elements and requirements explained above.	R1	A1, A4, A6
3.3 International Safety Management (ISM Code) .1 explain the responsibility of the company in ensuring that seafarers are qualified, certificated, and medically fit in accordance with pertinent provisions of Part A (Implementation) of the ISM Code. .2 explain the requirements in paragraph 1.1 of Regulation I/14 of the STCW Convention 1978 in relation to the ISM Code.	R1, R9	A1, A4, A6
4 Requirements in Maritime Education, Training, and Assessment **4.1 Administration policies on maritime education, training, and assessment** .1 explain the policies issued by the Maritime Administration and Commission on Higher Education pertaining to maritime education, training, and assessment of competence of seafarers. .2 evaluate the extent of compliance of Maritime Education and Training Institutions with the current education, training, and assessment system in the country for the following levels of responsibilities based on pertinent provisions of the STCW Convention and policies issued by the Maritime Administration: - Management Level - Operational Level - Support Level	R1, R4, R5, R7	A1, A4, A6, A7

Topics / Learning Outcomes	Reference/ Bibliography	Teaching Aid
4.2 Roles and responsibilities of Instructors, Supervisors, and Assessors in training and assessment .1 explain the qualification requirements of Instructors, Supervisors, and Assessors in conducting education, training, and assessment of seafarers in accordance with Section A-I/6 of the STCW Code. .2 explain the roles and responsibilities of the instructors, supervisors, and assessors in assessing the competence of the seafarer.	R1, R4, R5, R7	A1, A4, A6, A7
4.3 Onboard training and assessment .1 explain the requirement for onboard training and assessment as part of the approved education and training for prospective officers based on Sections A-II/1, A-III/1, and A-III/6 of the STCW Code. .2 explain the policy in the implementation of onboard training and assessment as provided in the Policies, Standards, and Guidelines for the BSMT and BSMarE Programs.	R1, R4, R5, R7	A1, A4, A6, A7
5 Approving Training, Assessment and Records **5.1 Specification of standards** .1 explain the structure of the Table of Competence in the STCW Code which provides the specifications of the minimum standards of competence for different levels of responsibilities. .2 explain the training standards adopted by the Maritime Administration for the education, training, and assessment of the following: - Management Level - Operational Level - Support Level	R1, R4, B2, B3, B6, B7, B9, B10, W1, W2	A1, A3, A4, A6, A7
5.2 Evaluation against standards .1 explain the policies and procedures of the Maritime Administration in approving maritime education and training providers based on the approved standards, including records to be kept and reports to be submitted. .2 explain the policies and procedures in monitoring the conduct of maritime education, training, and assessment of competence.	R1, R4, B2, B3, B6, B7, B9, B10, W1, W2	A1, A3, A4, A6, A7

Topics / Learning Outcomes	Reference/ Bibliography	Teaching Aid
.3 evaluate the training course being applied by an institution based on policies, procedures, and approved training standards of the Maritime Administration.		
5.3 Maintenance of education, training, and assessment standards .1 explain the policies and procedures of the Maritime Administration in maintaining compliance with the education, training, and assessment standards in the STCW Convention and other international regulations. .2 explain the process of monitoring and surveillance of Maritime Higher Education Institutions (MHEIs), Maritime Training Institutions (MTIs), and Assessment Centers (ACs) to ensure adherence to the standards.	R1, R4, B2, B3, B6, B7, B9, B10, W1, W2	A1, A3, A4, A6, A7
6 Competence-based Standards **6.1 Competence-based Training and Assessment** .1 explain the framework of competence standards per level of responsibility contained in the STCW Code Table of Competence. .2 analyze tasks involved and the knowledge and skills required in a given specific competence in the STCW Table of Competence. .3 explain the key principles in the competence-based training and assessment approach. .4 explain the competence-based training and assessment system as basis of the following: - performance appraisal; - identification of training needs; - tool for skills audit; - staff selection and recruitment; and - evaluating training effectiveness.	R1, B2, B7, B8	A1, A3, A4, A6, A7, A5.4
6.2 Developing Competence-based Training and Assessment .1 explain the process of developing competence-based training and assessment. .2 explain the various methods and ranges for evaluating competence. .3 develop an Assessment Plan based on STCW Code Table of Competence.	R1, B2, B3 B9, B10	A1, A3, A4, A6, A7, A5.5

Topics / Learning Outcomes	Reference/ Bibliography	Teaching Aid
6.3 Collecting and Matching Evidence with Standard .1 explain the different types of evidence. .2 differentiate primary from secondary evidence. .3 explain the characteristics of quality evidence. .4 explain the guidelines in matching and judging stages of competence-based assessment. .5 evaluate the qualifications of a candidate against the STCW Convention and company requirements of a particular level of responsibility taking into account the type of vessel he/she will be assigned to.	R1, B4, B5, B6, B10	A1, A3, A4, A6, A7, A5.6
7. The Assessment Process **7.1 Preparation of assessment tools** 7.1.1 Design and Development .1 determine the appropriate method of assessment for an identified performance outcome. .2 identify the examination and assessment tools and instruments to be designed and developed based on the identified assessment method. .3 identify the necessary input materials in preparing the assessment package consisting of: - Assessment Plan - Table of Specifications - Formative Assessment .4 explain the procedures for designing and developing examination and assessment tools. 7.1.2 Review and Verification .1 explain the procedures and criteria for reviewing and verifying the examination and assessment tools. .2 develop review and verification tools in accordance with the criteria discussed above. 7.1.3 Pilot Testing and Validation .1 explain the procedures in pilot testing and the criteria to be used in validating the examination and assessment tools.	R1, R4, R5, R7, B1, B9, B10,W1, W2	A1, A3, A4, A6, A7, A5.7, A5.8

Topics / Learning Outcomes	Reference/ Bibliography	Teaching Aid
.2 develop pilot testing and validation tools in accordance with the criteria discussed above. 7.1.4 Approval .1 explain the procedures for approving examination and assessment tools.		
7.2 Conduct of Assessment .1 explain the factors that influence the assessment process. .2 explain the steps in conducting examination and assessment.	R1, R4, B1, B9, B10,W1	A1, A4, A6, A7
7.3 Determining assessment outcomes 7.3.1 Grading System .1 explain the advantages and disadvantages of each type of grading system. .2 explain the grading system prescribed in the policies, standards, and guidelines for the baccalaureate programs. .3 explain the grading system for the assessment of competence and STCW mandatory courses prescribed by the Maritime Administration. *7.3.2* Failure and Remediation .1 explain the Maritime Administration's policies on dealing with failure and conducting remediation. 7.3.3 Appeals and Re-sits .1 explain the rationale for dealing with different concerns of appeals effectively and fairly. .2 explain the policy of the Maritime Administration on the conduct of re-sits.	R1, R4, R5, R7, B1, B9, B10, W1, W2	A1, A4, A6, A7
7.4 Evaluation of the assessment process for continual improvement .1 explain the steps in evaluating the assessment process. .2 explain assessment procedures and tools for a particular group of examinees based on the steps in evaluating the assessment process. .3 explain the reasons for the need to review and analyze the assessment process and outcome.	R1, R4, R5, R7, B1, B9, B10,W1, W2	A1, A3, A4, A6, A7, A5.9

Topics / Learning Outcomes	Reference/ Bibliography	Teaching Aid
.4 explain the relevance of the continual improvement process with respect to assessment, examination, and certification processes. .5 explain the procedures for implementing a continual improvement process. .6 develop a continual improvement plan based on the procedures explained above.		
8. Assessment Methods .1 explain the different types of assessment. .2 identify appropriate assessment methods for a particular type of test. .3 explain the strengths and weaknesses of the various assessment methods. .4 explain the four key components that influence the choice of assessment methods. .5 develop assessment tools for a specific level of responsibility, task, or function based on the STCW Table of Competence and assessment policy prescribed by the Maritime Administration and CHED.	R1, R3, R4, R5, R7, B1, B2, B3, B10	A1, A3, A4, A6, A7, A5.10
8.1 Written Tests 8.1.1 Developing Written Tests .1 identify the action verbs used for each learning domain. .2 explain the importance of alignment in assessment and how it is achieved. .3 evaluate the alignment of sample written tests with the learning outcomes. .4 explain principles in writing written tests. .5 explain the difference between subjective and objective types of written test items. .6 explain ways in developing Multiple-Choice Questions (MCQ) for higher-order thinking skills. .7 develop Table of Specifications (TOS) to ensure alignment with learning outcomes. .8 construct a Multiple-Choice type of test for higher-order thinking skills. .9 review and verify multiple-choice questions using the developed tool for review and verification. 8.1.2 Scoring of Written Tests	R1, R3, R4, R5, R7, B1, B7, B8, B9, B10, W3, W5	A1, A3, A4, A6, A7, A5.11, A5.12, A5.13, A5.14, A5.15

Topics / Learning Outcomes	Reference/ Bibliography	Teaching Aid
8.1.2.1 Scoring objective tests .1 explain the scoring schemes of objective tests. .2 create scoring schemes for a given objective-type test to measure student proficiency in performance tasks. 8.1.3 Invigilation of Tests .1 explain the principles and procedures in the invigilation based on the issuances of the Administration. .2 create an invigilation procedure based on the principles and procedures in the invigilation of tests. .3 conduct invigilation of tests in accordance with the invigilation procedure created. 8.1.4 Item Analysis .1 explain the procedure for obtaining the level of difficulty and discrimination of a multiple-choice test item. .2 compute the difficulty/facility (FI) and discrimination (DI) indices from a given data. .3 analyze the result of difficulty/facility (FI) and discrimination (DI) values of a test item and the necessary action to be taken. .4 take necessary actions based on the results of the item analysis.		
8.2 Oral Tests 8.2.1 Developing Oral Tests .1 explain principles in developing oral tests. .2 identify the different methods and procedures for conducting oral tests. .3 develop oral test items. 8.2.2 Scoring Oral Tests .1 explain the scoring schemes of subjective tests.	R1, R3, R4, R5, R7, B1, B7, B8, B9, B10, W4	A1, A3, A4, A6, A7, A5.16

Topics / Learning Outcomes	Reference/ Bibliography	Teaching Aid
.2 create rubrics for a given subjective assessment. 8.2.3 Conducting Oral Tests .1 conduct oral test in accordance with prescribed procedure and mark the result using the created rubrics.		
8.3 Practical Assessment 8.2.1 Developing Practical Assessment .1 explain principles in developing practical assessment. .2 identify the different methods in conducting practical assessment. .3 construct competence-based assessment plan and tools based on the STCW Table of Competence. 8.2.2 Scoring Practical Assessment .1 create rubrics for a given practical assessment. 8.2.3 Conducting Practical Assessment .1 conduct practical assessment in accordance with prescribed procedure and mark the result using the created rubrics	R1, R3, R4, R5, R7, B1, B7, B8, B9, B10, W3, W5	A1, A3, A4, A6, A7, A5.17
9 Onboard Assessment System **9.1 Developing Performance Outcomes for Onboard Assessment** .1 explain the factors to be considered in the development of performance outcomes for onboard assessment. .2 develop performance outcomes for onboard assessment based on a given STCW competence.	R1, R4, R5, R7, B1,B2, B3, B4, B5, B6, B9, B10	A1, A3, A4, A6, A7, A5.18
9.2 Performance Measures and Standards .1 explain the steps involved in determining performance measures and standards based on the IMO Guidance on onboard assessment.	R1, R4, R5, R7, B1,B2, B3, B4, B5, B6, B9, B10	A1, A3, A4, A6, A7, A5.18

Topics / Learning Outcomes	Reference/ Bibliography	Teaching Aid
.2 develop performance measures and standards based on given performance outcomes for onboard assessment.		
9.3 Assessment Package .1 explain the components of an assessment package. .2 prepare an onboard assessment package.	R1, R4, R5, R7, B1,B2, B3, B4, B5, B6, B9, B10	A1, A3, A4, A6, A7, A5.18
9.4 Conduct of onboard assessment .1 explain the steps involved in conducting an onboard assessment based on the IMO Guidance on onboard assessment. .2 develop a plan for the conduct of onboard assessment.	R1, R4, R5, R7, B1,B2, B3, B4, B5, B6, B9, B10	A1, A3, A4, A6, A7, A5.18
9.5 Development of a Performance Improvement Plan .1 explain the importance of developing the performance improvement plan. .2 explain the elements of a Performance Improvement Plan. .3 develop a Performance Improvement Plan given a sample result of onboard assessment.	R1, R4, R5, R7, B1,B2, B3, B4, B5, B6, B9, B10	A1, A3, A4, A6, A7, A5.19
10 Administration **10.1 Issuing and revalidating certificates** .1 explain the procedures in the issuance, endorsement, and revalidation of certificates based on the policies issued by the Maritime Administration. .2 explain the procedure for replacing lost certificates and the appropriate actions to be taken based on the policies issued by the Maritime Administration.	R1, R2, R6, R10	A1, A3, A4, A6, A7
10.2 Enforcement of standards .1 explain the control measures in the STCW Convention to ensure that specified standards are being complied with by the Parties as provided in the following provisions: - Article X (Control); - Regulation I/2 (Certificates and endorsements); - Regulation I/8 (Quality standards); - Regulation I/14 (Responsibilities of companies)	R1, R2, R6, R10	A1, A3, A4, A6, A7

Topics / Learning Outcomes	Reference/ Bibliography	Teaching Aid
10.3 Responsibilities of companies .1 explain the responsibilities of companies in accordance with Regulation I/14. .2 explain the policy issued by the Maritime Administration mandating the shipping companies to uphold responsibilities under Regulation I/14.	R1, R2, R6, R10	A1, A3, A4, A6, A7
Course Summary .1 Ethical and Moral Standards .1.1 explain the ethical and moral standards that govern assessor's behaviour in the conduct of assessment of seafarers, as follows: - professionalism - integrity - confidentiality - honesty - fairness - objectivity .2 Course Evaluation .2.1 Gather feedback from trainees on their evaluate of the course by administering course evaluation instrument	B10	A1, A4, A6