Part D
Instructor's Guide

Instructions: *The Instructor's Guide (I.G.) also known as lesson plan is developed by the instructor which serves as a road map of what the trainees need to learn and how it will be done effectively. The format below shall be used to ensure uniformity, however the TRAINING PROVIDER is required to specify teaching and learning activities, and develop appropriate Instructional Materials suitable for the learning outcomes.*

<table>
<tr><td colspan="3" rowspan="3">Course: Training Course for Assessors (based on IMO Model Course 3.12)</td><td colspan="3">Competence: N/A</td></tr>
<tr><td colspan="3">Knowledge, Understanding and Proficiency:
• N/A</td></tr>
<tr><td colspan="3">Topic:
Course Introduction
.1 Course Overview</td></tr>
<tr><td colspan="3">No. of Trainees: Twenty-Four (24) Trainees</td><td colspan="3">Learning Outcomes: At the end of the lesson, the trainees should be able to:
Refer to Part C Course Syllabus for the Intended Learning Outcomes</td></tr>
<tr><td colspan="3">Class Layout: U-shaped for theoretical part only</td><td colspan="3">Assessment: Written and Practical Test</td></tr>
<tr><th>Time</th><th>Phase</th><th>Content</th><th>Instructor-led Activity</th><th>Trainee's Learning Activity</th><th>Instructional Materials Used</th></tr>
<tr><td>5 minutes</td><td>Introduction</td><td>Course Introduction
• Intended Learning Outcomes; and
• Course requirements</td><td>• Class orientation/ briefing
• Discussion on objectives of the course and course requirements</td><td>Listening, note taking, inquiring, answering questions, interactive discussion</td><td>Visual presentation</td></tr>
<tr><td>20 minutes</td><td>Core Elements</td><td>.1 Course Overview
.1 Requirements under Regulation I/6 and Section A-I/6
.3 Accomplishing a learning journal</td><td>The MTI is required to specify suitable activities for the delivery of the topic</td><td>The MTI is required to specify suitable learning activities</td><td>• Visual presentation
• STCW Convention
• Handouts</td></tr>
</table>

1 hour		***Practical Exercise 1*** Getting to know you	***Practical Exercise 1*** Facilitate the conduct of the practical exercise in getting to know the other trainees.	***Practical Exercise 1*** Participating in the practical exercise on getting to know the other trainees.	Practical Exercise A5.1
		Practical Exercise 2 Learning Contract	***Practical Exercise 2*** Facilitate the conduct of the practical exercise in recommending learning contract	***Practical Exercise 2*** Participating in the practical exercise on recommending learning contract	Practical Exercise A5.2
5 minutes	**Conclusion**	Course Overview	• Make generalization and abstraction of the lesson • Assess the learning which may come from any of the following: - Formative test - Oral Examination - Assignment - Other activities to check the retention of learning	• Participating, sharing insights and learning gained • Answering, asking	Visual Presentation

Course: Training Course for Assessors (based on IMO Model Course 3.12)	**Competence:** N/A **Knowledge, Understanding and Proficiency:** • N/A **Topic:** **1. Process Overview**
No. of Trainees: Twenty-Four (24) Trainees	**Learning Outcomes:** At the end of the lesson, the trainees should be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes
Class Layout: U-shaped for theoretical part only	**Assessment:** Written Test

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	**Introduction**	• Course Overview • Intended Learning Outcomes	• Review of previous lessons • Presentation of the ILOs	Sharing insights and learning gained, asking and answering questions	Visual presentation
20 minutes	**Core Element**	**1. Process Overview** .1 Minimum requirements for certification as provided in Article VI of the STCW Convention 1978 .2 Requirement in Regulation I/2 for the issuance of relevant certificates for various levels of responsibilities .3 Requirements in Regulation I/6 and Section A-I/6 of the STCW Convention and Code	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	• Visual presentation • STCW Convention • Handouts
5 minutes	**Conclusion**	Process Overview	• Make generalization and abstraction of the lesson • Assess the learning which may come from any of the following: - Formative test	• Participating, sharing insights and learning gained • Answering, asking	Visual Presentation

			- Oral Examination - Assignment - Other activities to check the retention of learning		

Course: Training Course for Assessors (based on IMO Model Course 3.12)			**Competence:** N/A **Knowledge, Understanding and Proficiency:** • N/A **Topic:** **2. Statutory and Regulatory Framework** **2.1 International Obligations** **2.2 National Legislative and Administrative Framework** **2.3 Requirements for assessment, examination, and certification of seafarers under the STCW Convention** **2.4 Dispensations, exemptions and equivalents**		
No. of Trainees: Twenty-Four (24) Trainees			**Learning Outcomes:** At the end of the lesson, the trainees should be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: U-shaped for theoretical part only			**Assessment:** Written and Practical Test		
Time	**Phase**	**Content**	**Instructor-led Activity**	**Trainee's Learning Activity**	**Instructional Materials Used**
5 minutes	**Introduction**	• Process Overview; and • Intended Learning Outcomes	• Review of previous lessons • Presentation of the ILOs	Sharing insights and learning gained, asking and answering questions	Visual presentation
1 hour and 50 minutes	**Core Elements**	**2.1 International Obligations** .1 Obligations to be fulfilled under various international instruments governing the training and certification of seafarers .2 Control mechanisms established by the International Maritime Organisation (IMO) and other relevant international organisations in verifying compliance of	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	• Visual presentation • STCW Convention • Relevant international instruments/ legislation

		member states with the international instruments			• Applicable MARINA Circular/s
		2.2 National Legislative and Administrative Framework 2.2.1 Authority .1 Enabling national legislations that give full and complete effect to the STCW Convention 1978 .2 Subsidiary legislation issued by the Maritime Administration in the implementation of the examination, assessment and certification system of seafarers 2.2.2 Organization .1 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 Roles of other relevant organisations involved in the examination, assessment, and certification of seafarers			
		2.3 Requirements for assessment, examination, and certification of seafarers under the STCW Convention .1 Requirements for examination and assessment in accordance with			

		Regulation I/6 and Section A-I/6 of the STCW Convention and Code .2 Requirements for certification in accordance with the following STCW Regulations: • Reg. 1/2 (Certificates and Endorsements) • Reg. 1/9 (Medical Standards) • Reg. I/10 Recognition of certificates • Reg. I/11 (Revalidation of certs.) • Reg. I/5 (National provision: Suspension and revocation of certificates)			
		2.4 Dispensations, exemptions and equivalents .1 Conditions in which dispensation may be issued in accordance with Article VIII of the STCW Convention 1978, as amended .2 Maritime Administration's policy guidelines in relation to the provisions of Article VIII .3 Provisions of Article IX on Equivalents			
2 hours		***Practical Exercise 3*** Determining requirements for Assessment	***Practical Exercise 3*** Facilitate the conduct of the practical exercise in determining requirements for assessment	***Practical Exercise 3*** Participating in the practical exercise on determining requirements for assessment	Practical Exercise A5.3
5 minutes	**Conclusion**	Statutory and Regulatory Framework	• Make generalization and abstraction of the lesson	• Participating, sharing insights and learning gained • Answering, asking	Visual Presentation

			• Assess the learning which may come from any of the following: - Formative test - Oral Examination - Assignment - Other activities to check the retention of learning		

Course: Training Course for Assessors (based on IMO Model Course 3.12)	**Competence:** N/A
	Knowledge, Understanding and Proficiency: • N/A
	Topic: **3. Quality Standards System** **3.1 Quality Standards and Verification of Compliance** **3.2 Quality Management System (QMS)** **3.3 International Safety Management (ISM Code)**
No. of Trainees: Twenty Four (24) Trainees	**Learning Outcomes:** At the end of the lesson, the trainees should be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes
Class Layout: U-shaped for theoretical part only	**Assessment:** Written and Practical Test

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	**Introduction**	• Statutory and Regulatory Framework; and • Intended Learning Outcomes	• Review of previous lessons • Presentation of the ILOs	Sharing insights and learning gained, asking and answering questions	Visual presentation
4 hours and 50 minutes	**Core Elements**	**3.1 Quality Standards and Verification of Compliance** 3.1.1 Quality Standards System Requirements .1 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 Programs • Examination and Assessment • Certification System 3.1.2 Verification of Compliance	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	• Visual presentation • IMSAS • ISM Code

		.1 Requirements for the verification of compliance in accordance with Regulation I/8 and Section A-I/8 of the STCW Convention and Code .2 Main features of the audit standard established by the International Maritime Organisation			
		3.2 Quality Management System (QMS) .1 Elements and requirements of a quality management system applicable to the education, training, examination and assessment, and certification of seafarers			
		3.3 International Safety Management (ISM Code) .1 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 Requirements in paragraph 1.1 of Regulation I/14 of the STCW Convention 1978 in relation to the ISM Code			
5 minutes	**Conclusion**	Quality Standards System	• Make generalization and abstraction of the lesson • Assess the learning which may come from any of the following: - Formative test - Oral Examination - Assignment	• Participating, sharing insights and learning gained • Answering, asking	Visual Presentation

			- Other activities to check the retention of learning		

Course: Training Course for Assessors (based on IMO Model Course 3.12)			**Competence:** N/A **Knowledge, Understanding and Proficiency:** • N/A **Topic:** **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**		
No. of Trainees: Twenty-Four (24) Trainees			**Learning Outcomes:** At the end of the lesson, the trainees should be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: U-shaped for theoretical part only			**Assessment:** Written and Practical Test		
Time	**Phase**	**Content**	**Instructor-led Activity**	**Trainee's Learning Activity**	**Instructional Materials Used**
5 minutes	**Introduction**	• Quality Standards System; and • Intended Learning Outcomes	• Review of previous lessons • Presentation of the ILOs	Sharing insights and learning gained, asking and answering questions	Visual presentation
1 hour and 50 minutes	**Core Elements**	**4.1 Administration policies on Maritime Education, Training, and Assessment** .1 Policies issued by the Maritime Administration and Commission on Higher Education pertaining to maritime education, training, and assessment of competence of seafarers	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	• Visual presentation • Applicable MARINA Circular/s • JCMMC 2023-01, series of 2023

		4.2 Roles and responsibilities of Instructors, Supervisors, and Assessors in training and assessment .1 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 Roles and responsibilities of the instructors, supervisors, and assessors in assessing the competence of the seafarer			
		4.3 Onboard training and assessment .1 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 Policy in the implementation of onboard training and assessment as provided in the Policies, Standards, and Guidelines for the BSMT and BSMarE Programs			
5 minutes	**Conclusion**	Requirements in Maritime Education, Training, and Assessment	• Make generalization and abstraction of the lesson • Assess the learning which may come from any of the following: - Formative test - Oral Examination - Assignment - Other activities to check the retention of learning	• Participating, sharing insights and learning gained • Answering, asking	Visual Presentation

Course: Training Course for Assessors (based on IMO Model Course 3.12)	**Competence:** N/A
	Knowledge, Understanding and Proficiency: • N/A
	Topic: **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
No. of Trainees: Twenty-Four (24) Trainees	**Learning Outcomes:** At the end of the lesson, the trainees should be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes
Class Layout: U-shaped for theoretical part only	**Assessment:** Written and Practical Test

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	**Introduction**	• Requirements in Maritime Education, Training, and Assessment; and • Intended Learning Outcomes	• Review of previous lessons • Presentation of the ILOs	Sharing insights and learning gained, asking and answering questions	Visual presentation
1 hour and 50 minutes	**Core Elements**	**5.1 Specification of standards** .1 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 Training standards adopted by the Maritime Administration for the education, training, and assessment of the following: • Management Level • Operational Level	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	• Visual presentation • Course Compendium • STCW Convention • Applicable MARINA Circular/s

		• Support Level **5.2 Evaluation against standards** .1 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 Policies and procedures in monitoring the conduct of maritime education, training, and assessment of competence **5.3 Maintenance of education, training, and assessment standards** .1 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 Process of monitoring and surveillance of Maritime Higher Education Institutions (MHEIs), Maritime Training Institutions (TRAINING PROVIDERs), and Assessment Centers (ACs) to ensure adherence to the standards			
5 minutes	**Conclusion**	Approving Training, Assessment and Records	• Make generalization and abstraction of the lesson • Assess the learning which may come from any of the following: - Formative test - Oral Examination	• Participating, sharing insights and learning gained • Answering, asking	Visual Presentation

			- Assignment - Other activities to check the retention of learning		

Course: Training Course for Assessors (based on IMO Model Course 3.12)	**Competence:** N/A **Knowledge, Understanding and Proficiency:** • N/A **Topic:** **6. Competence-based Standards** **6.1** Competence-based Training and Assessment **6.2** Developing Competence-based Training and Assessment **6.3** Collecting and Matching Evidence with Standard
No. of Trainees: Twenty-Four (24) Trainees	**Learning Outcomes:** At the end of the lesson, the trainees should be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes
Class Layout: U-shaped for theoretical part only	**Assessment:** Written and Practical Test

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	**Introduction**	• Approving Training, Assessment and Records; and • Intended Learning Outcomes	• Review of previous lessons Presentation of the ILOs	Sharing insights and learning gained, asking and answering questions	Visual presentation
3 hours and 50 minutes	**Core Elements**	**6.1 Competence-based Training and Assessment** .1 Framework of competence standards per level of responsibility contained in the STCW Code Table of Competence .3 Key principles in the competence-based training and assessment approach .4 Competence-based training and assessment system as basis of the following: • performance appraisal; • identification of training needs; • tool for skills audit;	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	• Visual presentation • Course Compendium • STCW Convention • Applicable MARINA Circular/s

		• staff selection and recruitment; and • evaluation training effectiveness **6.2 Developing Competence-based Training and Assessment** .1 Process of developing competence-based training and assessment .2 Various methods and ranges for evaluating competence **6.3 Collecting and Matching Evidence with Standard** .1 Different types of evidence .2 Differentiating primary from secondary evidence .3 Characteristics of quality evidence .4 Guidelines in matching and judging stages of competence-based assessment			
6 hours		***Practical Exercises 4, 5, and 6*** • Analyzing tasks for competence-based training and assessment • Developing Assessment Plan • Collecting and Matching Evidence with Standard	***Practical Exercises 4, 5, and 6*** Facilitate the conduct of the practical exercises in: • analyzing tasks for competence-based training and assessment • developing Assessment Plan • collecting and Matching Evidence with Standard	***Practical Exercise 4, 5 and 6*** Participating in the practical exercise on: • analyzing tasks for competence-based training and assessment • developing Assessment Plan • collecting and Matching Evidence with Standard	• Practical Exercise A5.4 • Practical Exercise A5.5 • Practical Exercise A5.6

5 minutes	**Conclusion**	Competence-based Standards	• Make generalization and abstraction of the lesson • Assess the learning which may come from any of the following: - Formative test - Oral Examination - Assignment - Other activities to check the retention of learning	• Participating, sharing insights and learning gained • Answering, asking	Visual Presentation

Course: Training Course for Assessors (based on IMO Model Course 3.12)	**Competence:** N/A **Knowledge, Understanding and Proficiency:** • N/A **Topic:** **7. The Assessment Process** **7.1** Preparation of assessment tools **7.2** Conduct of Assessment **7.3** Determining assessment outcomes **7.4** Evaluation of the assessment process for continual improvement
No. of Trainees: Twenty-Four (24) Trainees	**Learning Outcomes:** At the end of the lesson, the trainees should be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes
Class Layout: U-shaped for theoretical part only	**Assessment:** Written and Practical Test

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	**Introduction**	• Competence-based Standards; and • Intended Learning Outcomes	• Review of previous lessons • Presentation of the ILOs	Sharing insights and learning gained, asking and answering questions	Visual presentation
3 hours and 50 minutes	**Core Elements**	**7.1 Preparation of assessment tools** 7.1.1 Design and Development .2 Examination and assessment tools and instruments to be designed and developed based on the identified assessment method .3 Necessary input materials in preparing the assessment package .4 Procedures for designing and developing examination and assessment tools	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	• Visual presentation • Course Compendium • Applicable MARINA Circular/s

		7.1.2 Review and Verification .1 Procedures and criteria for reviewing and verifying the examination and assessment tools 7.1.3 Pilot Testing and Validation .1 Procedures in pilot testing and the criteria to be used in validating the examination and assessment tools 7.1.4 Approval .1 Procedures for approving examination and assessment tools			
		7.2 Conduct of Assessment .1 Factors that influence the assessment process .3 Steps in conducting examination and assessment			
		7.3 Determining assessment outcomes 7.3.1 Grading System .1 Advantages and disadvantages of each type of grading system .2 Grading system prescribed in the policies, standards, and guidelines for the baccalaureate programs .3 Grading system for the assessment of competence and STCW mandatory courses prescribed by the Maritime Administration			

		7.3.2 Failure and Remediation .1 Maritime Administration's policies on dealing with failure and conducting remediation 7.3.4 Appeals and Re-sits .1 Rationale for dealing with different concerns of appeals effectively and fairly .2 Policy of the Maritime Administration on the conduct of re-sits			
		7.4 Evaluation of the assessment process for continual improvement .1 Steps in evaluating the assessment process .3 Reasons for the need to review and analyse the assessment process and outcomes .4 relevance of the continual improvement process with respect to assessment, examination, and certification processes .5 Procedures for implementing a continual improvement process			
5 hours		***Practical Exercises 7, 8, and 9*** • Determining appropriate method of assessment • Developing review and verification tools • Developing continual improvement plan	***Practical Exercises 7, 8, and 9*** The MTI is required to specify suitable activities for the conduct of the practical exercise in:	***Practical Exercises 7, 8 and 9*** Participating in the practical exercise on: • determining appropriate method of assessment	• Practical Exercise A5.7 • Practical Exercise A5.8 • Practical Exercise A5.9

			• determining appropriate method of assessment • developing review and verification tools • developing continual improvement plan	• developing review and verification tools • developing continual improvement plan	
5 minutes	**Conclusion**	The Assessment Process	• Make generalization and abstraction of the lesson • Assess the learning which may come from any of the following: - Formative test - Oral Examination - Assignment - Other activities to check the retention of learning	• Participating, sharing insights and learning gained • Answering, asking	Visual Presentation

Course: Training Course for Assessors (based on IMO Model Course 3.12)	**Competence:** N/A **Knowledge, Understanding and Proficiency:** • N/A **Topic:** **8. Assessment Methods** **8.1** Written Tests **8.2** Oral Tests **8.3** Practical Assessment
No. of Trainees: Twenty-Four (24) Trainees	**Learning Outcomes:** At the end of the lesson, the trainees should be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes
Class Layout: U-shaped for theoretical part only	**Assessment:** Written and Practical Test

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	**Introduction**	• The Assessment Process; and • Intended Learning Outcomes	• Review of previous lessons • Presentation of the ILOs	Sharing insights and learning gained, asking and answering questions	Visual presentation
7 hours and 50 minutes	**Core Elements**	**8. Assessment Methods** .1 Different types of assessment .3 Strengths and weaknesses of the various assessment methods .4 Four key components that influence the choice of assessment methods: • Reliability • Standardisation • Validity • Practicality **8.1 Written Tests** 8.1.1 Developing Written Tests	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	• Visual presentation • Course Compendium

		.1 Action verbs used for each learning domain .2 Importance of alignment in assessment and how it is achieved .4 Principles in writing written tests .5 Difference between subjective and objective types of written test items .6 Ways in developing Multiple-Choice Questions (MCQ) for higher-order thinking skills 8.1.2 Scoring of Written Tests 8.1.2.1 Scoring objective tests .1 Scoring schemes of objective tests 8.1.3 Invigilation of Tests .1 Principles and procedures in the invigilation based on the issuances of the Administration 8.1.4 Item Analysis .1 Procedure for obtaining the level of difficulty and discrimination of a multiple-choice test item			
12 hours		***Practical Exercises 10, 11,12, 13, 14 and 15*** • Constructing assessment tools • Developing Table of Specifications	***Practical Exercises 10, 11,12, 13, 14 and 15*** The MTI is required to specify suitable activities for the conduct of the practical exercise in:	***Practical Exercises 10, 11,12, 13, 14 and 15*** Participating in the practical exercise on: • constructing assessment tools	• Practical Exercise A5.10 • Practical Exercise A5.11 • Practical Exercise A5.12

		• Constructing Multiple-Choice type of test • Creating scoring schemes • Conducting Invigilation of test • Conducting Item Analysis	• constructing assessment tools • developing table of specifications • constructing multiple-choice type of test • creating scoring schemes • conducting invigilation of test • conducting item analysis	• developing table of specifications • constructing multiple-choice type of test • creating scoring schemes • conducting invigilation of test • conducting item analysis	• Practical Exercise A5.13 • Practical Exercise A5.14 • Practical Exercise A5.15
5 minutes	**Conclusion**	Assessment Methods	• Make generalization and abstraction of the lesson • Assess the learning which may come from any of the following: - Formative test - Oral Examination - Assignment - Other activities to check the retention of learning	• Participating, sharing insights and learning gained • Answering, asking	Visual Presentation

Course: Training Course for Assessors (based on IMO Model Course 3.12)			**Competence:** N/A **Knowledge, Understanding and Proficiency:** • N/A **Topic:** **8.2 Oral Tests** 8.2.1 Developing Oral Tests 8.2.2 Scoring Oral Tests 8.2.3 Conducting Oral Tests		
No. of Trainees: Twenty-Four (24) Trainees			**Learning Outcomes:** At the end of the lesson, the trainees should be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: U-shaped for theoretical part only			**Assessment:** Written Test		
Time	**Phase**	**Content**	**Instructor-led Activity**	**Trainee's Learning Activity**	**Instructional Materials Used**
5 minutes	**Introduction**	• Assessment Methods and Written Tests; and • Intended Learning Outcome	• Review of previous lessons • Presentation of the ILOs	Sharing insights and learning gained, asking and answering questions	Visual presentation
50 minutes	**Core Elements**	**8.2 Oral Tests** 8.2.1 Developing Oral Tests .1 Principles in developing oral tests .2 Different methods and procedures for conducting oral tests 8.2.2 Scoring Oral Tests .1 Scoring schemes of subjective tests	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	• Visual presentation • Course Compendium
3 hours		***Practical Exercise 16*** Conducting Oral Test	***Practical Exercise 16*** The MTI is required to specify suitable activities for the conduct of the practical exercise in conducting oral test	***Practical Exercise 16*** Participating in the practical exercise on conducting oral test	Practical Exercise A5.16

5 minutes	**Conclusion**	Oral Tests	• Make generalization and abstraction of the lesson • Assess the learning which may come from any of the following: - Formative test - Oral Examination - Assignment - Other activities to check the retention of learning	• Participating, sharing insights and learning gained • Answering, asking	Visual Presentation

Course: Training Course for Assessors (based on IMO Model Course 3.12)			**Competence:** N/A **Knowledge, Understanding and Proficiency:** • N/A **Topic:** **8.3 Practical Assessment** 8.3.1 Developing Practical Assessment 8.3.2 Scoring Practical Assessment 8.3.3 Conducting Practical Assessment		
No. of Trainees: Twenty-Four (24) Trainees			**Learning Outcomes:** At the end of the lesson, the trainees should be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes		
Class Layout: U-shaped for theoretical part only			**Assessment:** Written Test		
Time	**Phase**	**Content**	**Instructor-led Activity**	**Trainee's Learning Activity**	**Instructional Materials Used**
5 minutes	**Introduction**	• Oral Tests; and • Intended Learning Outcome	• Review of previous lessons • Presentation of the ILOs	Sharing insights and learning gained, asking and answering questions	Visual presentation
1 hour and 50 minutes	**Core Elements**	**8.3 Practical Assessment** 8.3.1 Developing Practical Assessment .1 Principles in developing practical assessment .2 Different methods in conducting practical assessment	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	• Visual presentation • Course Compendium
6 hours		***Practical Exercise 17*** Conducting Practical Assessment	***Practical Exercise 17*** The MTI is required to specify suitable activities for the conduct of the practical exercise in conducting practical assessment	***Practical Exercise 17*** Participating in the practical exercise on conducting practical assessment	Practical Exercise A5.17

5 minutes	**Conclusion**	Practical Assessment	• Make generalization and abstraction of the lesson • Assess the learning which may come from any of the following: - Formative test - Oral Examination - Assignment - Other activities to check the retention of learning	• Participating, sharing insights and learning gained • Answering, asking	Visual Presentation

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<tr><td colspan="3">Knowledge, Understanding and Proficiency:
• N/A</td></tr>
<tr><td colspan="3">Topic:
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</td></tr>
<tr><td colspan="3">No. of Trainees: Twenty-Four (24) Trainees</td><td colspan="3">Learning Outcomes: At the end of the lesson, the trainees should be able to:
Refer to Part C Course Syllabus for the Intended Learning Outcomes</td></tr>
<tr><td colspan="3">Class Layout: U-shaped for theoretical part only</td><td colspan="3">Assessment: Written and Practical Test</td></tr>
<tr><th>Time</th><th>Phase</th><th>Content</th><th>Instructor-led Activity</th><th>Trainee's Learning Activity</th><th>Instructional Materials Used</th></tr>
<tr><td>5 minutes</td><td>Introduction</td><td>• Assessment Methods; and
• Intended Learning Outcomes</td><td>• Review of previous lessons
Presentation of the ILOs</td><td>Sharing insights and learning gained, asking and answering questions</td><td>Visual presentation</td></tr>
<tr><td rowspan="2">2 hours and 50 minutes</td><td rowspan="2">Core Elements</td><td>9.1 Developing Performance Outcomes for Onboard Assessment
.1 Factors to be considered in the development of performance outcomes for onboard assessment</td><td rowspan="2">The MTI is required to specify suitable activities for the delivery of the topic</td><td rowspan="2">The MTI is required to specify suitable learning activities</td><td rowspan="2">• Visual presentation
• Course Compendium
• IMO Model Course 1.30
• JCMMC 2023-01, series of 2023</td></tr>
<tr><td>9.2 Performance Measures and Standards
.1 Steps involved in determining performance measures and standards based on the IMO Guidance on onboard assessment</td></tr>
</table>

		9.3 Assessment Package .1 Components of an assessment package			
		9.4 Conduct of onboard assessment .1 Steps involved in conducting an onboard assessment based on the IMO Guidance on onboard assessment			
		9.5 Development of a Performance Improvement Plan .1 Importance of developing the performance improvement plan .2 Elements of a Performance Improvement Plan			
6 hours		***Practical Exercises 18 and 19*** • Developing on-board Assessment Plan • Developing Performance Improvement Plan	***Practical Exercises 18 and 19*** The MTI is required to specify suitable activities for the conduct of the practical exercise in: • developing on-board assessment plan • developing performance improvement plan	***Practical Exercises 18 and 19*** Participating in the practical exercise on: • developing on-board assessment plan • developing performance improvement plan	• Practical Exercise A5.18 • Practical Exercise A5.19
5 minutes	**Conclusion**	Onboard Assessment System	• Make generalization and abstraction of the lesson • Assess the learning which may come from any of the following: - Formative test - Oral Examination - Assignment	• Participating, sharing insights and learning gained • Answering, asking	Visual Presentation

			- Other activities to check the retention of learning		

Course: Training Course for Assessors (based on IMO Model Course 3.12)	**Competence:** N/A **Knowledge, Understanding and Proficiency:** • N/A **Topic:** **10. Administration** **10.1** Issuing and revalidating certificates **10.2** Enforcement of standards **10.3** Responsibilities of companies
No. of Trainees: Twenty-Four (24) Trainees	**Learning Outcomes:** At the end of the lesson, the trainees should be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes
Class Layout: U-shaped for theoretical part only	**Assessment:** Written Test

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	**Introduction**	• Onboard Assessment System; and • Intended Learning Outcomes	• Review of previous lessons • Presentation of the ILOs	Sharing insights and learning gained, asking and answering questions	Visual presentation
1 hour and 50 minutes	**Core Elements**	**10.1 Issuing and revalidating certificates** .1 Procedures in the issuance, endorsement, and revalidation of certificates based on the policies issued by the Maritime Administration .2 Procedure for replacing lost certificates and the appropriate actions to be taken based on the policies issued by the Maritime Administration **10.2 Enforcement of standards** .1 Control measures in the STCW Convention to endure that specified standards are being complied with by the Parties as provided in the following provisions:	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	• Visual presentation • Course Compendium • STCW Convention • Applicable MARINA Circular/s

		• Article X (Control); • Regulation I/2 (Certificates and endorsements); • Regulation I/8 (Quality Standards); • Regulation I/14 (Responsibilities of companies) **10.3 Responsibilities of companies** .1 Responsibilities of companies in accordance with Regulation I/14 .2 Policy issued by the Maritime Administration mandating the shipping companies to uphold responsibilities under Regulation I/14			
5 minutes	**Conclusion**	Administration	• Make generalization and abstraction of the lesson • Assess the learning which may come from any of the following: - Formative test - Oral Examination - Assignment - Other activities to check the retention of learning	• Participating, sharing insights and learning gained • Answering, asking	Visual Presentation

Course: Training Course for Assessors (based on IMO Model Course 3.12)	**Competence:** N/A
	Knowledge, Understanding and Proficiency: • N/A
	Topic: **Course Summary** **.1 Ethical and Moral Standards** **.2 Course Evaluation**
No. of Trainees: Twenty-Four (24) Trainees	**Learning Outcomes:** At the end of the lesson, the trainees should be able to: Refer to Part C Course Syllabus for the Intended Learning Outcomes
Class Layout: U-shaped for theoretical part only	**Assessment:** Written Test

Time	Phase	Content	Instructor-led Activity	Trainee's Learning Activity	Instructional Materials Used
5 minutes	**Introduction**	• Administration • Intended Learning Outcome	• Review of previous lessons • Presentation of the ILOs	Sharing insights and learning gained, asking and answering questions	Visual presentation
20 minutes	**Core Elements**	**.1 Ethical and Moral Standards** • 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**	The MTI is required to specify suitable activities for the delivery of the topic	The MTI is required to specify suitable learning activities	• Visual presentation • Course Compendium
5 minutes	**Conclusion**	Course Summary	• Make generalization and abstraction of the lesson • Assess the learning which may come from any of the following:	• Participating, sharing insights and learning gained • Answering, asking	Visual Presentation

			- Formative test - Oral Examination - Assignment - Other activities to check the retention of learning		