FOR ENROLLMENT

Annex I

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

CHECKLIST FOR THE RECOGNITION OF TRAINING PROVIDERS OF TCI AND TCA

Key Areas		Requirements	Self-Assessment (To be accomplished by applicant Training Provider)	Tabletop Evaluation (To be accomplished by Tabletop Evaluator)		Inspection (To be accomplished by EIT)		Remarks
				Complied	Not Complied	Complied	Not Complied	
1.	**Legal and Institutional Requirements**	**Application Letter** (*Signed by the President/Owner or authorized representative of the applicant Institution*)						
		Feasibility Study showing viability and sustainability of its operation, including the proposed course, and the necessary training fees. **Note**: *Training Providers that have been in continuously offering the course/s for five (5) years or more, shall no longer be required to submit the feasibility study of its operation.*						
		Certificate of Registration with the SEC together with the Articles of Incorporation and copy of by-laws for private institutions **or Charter and Board Resolution for government institutions** (*Primary Purpose in the AOI should include conduct of training)*						
		Comprehensive Resume and Certificate of Employment of the following officials or their equivalent with recent pictures and specimen signatures: a. President b. Training Director or Training Manager c. Instructor d. Assessor e. Quality Compliance Officer						

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DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

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		f. Research and Development Officer g. Finance Officer h. Register i. IT Manager **Note:** *The duties and responsibilities of the aforesaid officials, including their multiple functions they perform, if any, shall be reflected in the institution's QSS.*						
		Proof of ownership of training venue, or **Lease of Contract valid within the period of five (5) years or the period of the MOA.** *Note: The name of the contracting party in the Lease Contract shall be the name of the duly registered institution.* (*Proof of ownership - either of the following:* - Transfer Certificate of Title (TCT) bearing the institution's name or the owner's name in case of single proprietorship - Tax Declaration Or *Contract of Lease- signed and dated valid for a minimum of five (5) years from the date of application*)						
		Valid Business Permit or **Charter** *(for government institution)*						
		Floor Plan of Administrative Office, classroom/s, Learning Resource Center and facilities. (*Floor Plan indicating the following:* - Room numbers						

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DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

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				Complied	Not Complied	Complied	Not Complied	
		- Area measurement of rooms						
		Photos with label of the institution's facilities *Photos of the following:* - Classrooms - Learning Resource Center - Registration Area - Faculty/Assessor's Room - Employees' workplace - Rest Rooms/Comfort Rooms						
2.	**Quality Standard System (QSS)**	**Documented Quality Standard System (QSS) incorporating the following:**						
		a. Vision, mission, and goals statements of the institution						
		b. Details of training/assessment strategies in use						
		c. Organizational chart with corresponding job descriptions and information on the composition of committees and advisory bodies, if any						
		d. Trainees required information *(Personal Information gathered from trainees must not include Sensitive Personal/ Privileged Information as stated in the Data Privacy Act of 2012 such* as: - Race/ethnic origin - Marital Status - Age - Color - Religious/Philosophical/ Political affiliations - Education - Gender						

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	- Issued by government agencies "peculiar" (unique) to an individual, such as social security number)						
	e. A description of facilities and equipment including its planned maintenance system (*List of facilities and Equipment including its maintenance frequency in accordance with the institution's Planned Maintenance System (PMS)*)						
	f. Institutional Development Program (*Institutional Development Program for the next five (5) years minimum. Should include the following but not limited to)*: - Plans for expansion (if applicable) - Courses to offer - Program for the Development of Instructors/ Assessors and staff)						
	g. Staff Development Program						
	h. Policies and Procedures on:						
	- Trainee's admission						
	- Adoption and compliance with the new training standards						
	- Development of Instructional Materials (IMs) and Assessment Tools (ATs)						
	- Review of existing courses and assessment tools as well as the composition of review committee						
	- Examination and assessment system, including appeals and re-sits						

FOR ENROLLMENT

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DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

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			Complied	Not Complied	Complied	Not Complied	
	- Staff recruitment, training, development, appraisal, and promotion						
	- Feedback from trainees						
	- Availability of Research and Development						
	- Safety, Security, and Emergency Situations including contingency plans (*Must include the following:* - focal person/s - applicable authorities (where to report) - contact numbers *Contingency plan must include the following but not limited to*: - Health emergencies - Natural disasters - Fire - Man-made emergencies such as: acts of terrorism, hacking/data security breach, and economic collapse						
	- Supervision and monitoring of the conduct of training and assessment						
	- Provisions for the compliance to DOLE on Occupational Health and Safety						
	- Provisions for the compliance to the requirements of Data Privacy Act						
	- Provisions for compliance to other pertinent government regulations and directives						
	- Continual improvement						

FOR ENROLLMENT

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MARITIME INDUSTRY AUTHORITY

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		The QSS shall also address the following key areas:						
		a. an effective records management of the clients' training and/or assessment documents and its retention period for both hard and electronic copies (at least five years)						
		b. control of maintenance, updating and backup of databases (IT and/or manual)						
		c. facilities and equipment to be used during the conduct of training and/or conduct of practical assessment for purposes of certification are in good working condition at all times						
		d. resources required by trainees for training and/or conduct of practical assessment are identified, compliant and readily available						
		e. all training are conducted safely, and the well-being of the trainees staff and other personnel of the institution are maintained at all times						
		f. adherence to advisories in times of calamities or emergencies						
		g. adoption of other related MARINA issuances						
		The QSS shall be evaluated for continuous compliance including the conduct of risk assessment.						
		The Training System shall be documented to ensure that training is conducted in accordance with the requirements of the STCW Convention, 1978, as amended and with the training standards issued by the Administration and shall be composed of the following policies and procedures:						

FOR ENROLLMENT

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

CHECKLIST FOR THE RECOGNITION OF TRAINING PROVIDERS OF TCI AND TCA

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		a. Curriculum planning						
		b. Design and development **Note:** - The design and development process shall ensure alignment of the learning outcomes and teaching-learning activity with the training outcomes. It shall also be ensured that these activities and tasks (TLA) as well as other instructional decisions are always in the view of achieving the intended learning outcomes (ILOs).						
		c. Review, Verification, Validation and Approval						
		d. Conduct of Training - Development of practical exercises - Conduct of training using simulators (as necessary) - Supervision of Instruction						
		e. Evaluation and Continual Improvement						
		Examination and Assessment System shall be documented to ensure that assessment is conducted in accordance with the requirements of this Circular and the STCW Convention, 1978, as amended. **Note:** *The design and development process shall ensure alignment of assessment outcomes with the knowledge, understanding and proficiency (KUP), competence, methods of demonstrating competence, and criteria for evaluating of competence vis-a-vis the level of responsibility as provided in the relevant table of competence of the STCW Code, as amended.*						

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DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

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		Assessment System shall be composed of the following policies and procedures:						
		a. The development of Assessment Tools - **Design and development** o Assessment Methods to be Used o Table of Specifications for theoretical examination o Competency Mapping for practical assessment o Practical Exercises and Assessment shall be in accordance with Sec A –I/12 and B-I/12 of the STCW Code, as amended - **Review and verification** - **Pilot Testing and validation** o For theoretical examination - basis of item analysis and the frequency at which it is conducted o For practical assessment scenarios - criteria and instruments used in validation - **Approval** - **Continual improvement**						
		b. Grading System including re-sits and appeal						
		c. Conduct of assessment (using written exam simulator-based assessment)						
		d. Invigilation Procedure						
		e. Assessments and Assessors						

FOR ENROLLMENT

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

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3.	**Academic and Research Capability**	**a. Training and Assessment System** **b. Appropriately qualified personnel** **c. Sample developed courses** **d. Evidence of previous engagement in the conduct of training and research** **e. Evidence of conduct or participation in maritime-related research and scholarly activities** **f. Published maritime related articles/researches**						
4.	**Human Resources**	**Policies and procedures in hiring qualified Instructors, Assessors, Supervisors and other key personnel in accordance with the qualification standards set forth by the MARINA STCW Office, including the following:**						
		Conduct of teaching demonstration forms part in hiring procedure of instructors and duly documented in the Quality Standard System						
		Policy that indicates that the training manager may also serve as the Supervisor.						
		Understudy Program for Instructors, Assessors and other personnel directly involved in the conduct of training to ensure readiness to perform their designated duties and responsibilities						
		Staff Development Program for Instructors, Assessors, and Supervisors to ensure continuing career and professional growth and development.						
		Performance Management System to ensure continuing pool of qualified and competent human resources.						
	Physical Resources	Classroom size (42 square meters, with no side less than 5 meters and with no structural obstruction)						

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	If the available classroom is smaller than 42 square meters, the maximum number of participants/trainees shall be determined based on an allocation of 1.75 square meters per participant/trainee, ensuring that no side is less than 5 meters to maintain an effective learning environment.						
	Classrooms equipped with a TV set or LCD projector (at least 55" screen size), white board, Instructor's Table, and a CCTV with an audio-video provision.						
	Internet service provider.						
	Provisions for registration of trainees/candidates for assessment of competence						
	Provisions for Learning Resource Center that include at least the following: • technical books (may include e-books); • training films; • technical journals; • internet connection; and • E-books						

Training Providers Representative
(Signature Over Printed Name)

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MARITIME INDUSTRY AUTHORITY

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Tabletop Evaluator's Comments:

Tabletop Evaluator's Name & Signature | **Date**

Evaluation and Inspection Team Comments: *(continue in separate sheet if necessary)*

Member *(Signature Over Printed Name)*	**Member** *(Signature Over Printed Name)*	**Member** *(Signature Over Printed Name)*
Technical Evaluator *(Signature Over Printed Name)*	**Lead Evaluator** *(Signature Over Printed Name)*	**Technical Evaluator** *(Signature Over Printed Name)*

CONFORME:

Training providers Representative
(Signature Over Printed Name)