ANNEX II

GUIDELINES ON THE RECOGNITION OF INSTRUCTORS, ASSESSORS AND RESOURCE PERSON FOR TRAINING COURSE FOR INSTRUCTOR (TCI), AND TRAINING COURSE FOR ASSESSOR (TCA)

A. GENERAL PROVISIONS

This section establishes the overarching principles and regulatory basis governing the recognition of instructors and assessors in accordance with the STCW Convention and Code particularly Section A-I/6, and the provisions of the Memorandum of Agreement (MOA) between MARINA and the Training Provider.

1. These Guidelines prescribe the minimum qualification requirements for instructors and assessors delivering approved training courses.
2. Recognition shall be granted by MARINA upon evaluation of compliance with these Guidelines valid for five (5) years. Training Providers shall submit at least six (6) months prior expiration of recognition the list and documentary requirements of Instructors and Assessors.
3. All recognition processes shall be aligned with the Understudy Program and quality standards system (QSS) prescribed under the MOA.
4. To ensure smooth transition and for documentation purposes, recognized instructors and assessors, consistent with the MOA's principle of continuous improvement within this period must submit the same set of documentary requirements as set out in this guideline.
5. For the purpose of this guidelines, the following terms are defined:
    i. *Alternate Instructor* - a MARINA-recognized instructor designated by the Training Provider to substitute for the Lead Instructor, as necessary, in the delivery of a recognized training course.
    ii. *Lead Instructor* - a MARINA-recognized instructor designated by the Training Provider who has overall responsibility for the planning, delivery, supervision, and evaluation of a recognized training course, including the supervision and mentoring of understudies as applicable, and for ensuring that the course is conducted in accordance with the approved training standard and quality standards system.
    iii. *Permanent Instructor/Assessor* - recognized Instructor or Assessor who shall be part of the approved organization of the Training Providers and subject for national benefits and other company incentives.
    iv. *Understudy* - an individual who is enrolled in and successfully meets the entry requirements of the Understudy Program and undergoes supervised observation and guided participation under the direction of a recognized Lead Instructor for the purpose of developing the competence required to become a recognized instructor.

v. *Understudy Program* - a structured training and mentoring program wherein a prospective instructor undergoes supervised observation and guided participation in the delivery of a recognized training course to acquire the knowledge, skills, and instructional competence necessary to independently conduct the course in accordance with the approved training standard.

B. UNDERSTUDY PROGRAM

This section defines the mandatory Understudy Program as a prerequisite for recognition, ensuring that prospective instructors and assessors acquire supervised practical experience consistent with the MOA requirements.

1. The Training Provider shall establish and implement an Understudy Program for all aspiring instructors and assessors, which shall be composed of three phases:
    - Phase I – Attends the conduct of one (1) batch on a sit in/observer status and shall be required to develop and submit Instructor's Guide (IG)
    - Phase II – Assists in the conduct of one (1) batch per phase and delivers topics as assigned by the Lead Instructor
    - Phase III - Practice Trainer

    Every completion of the phase, the understudy shall be evaluated by the Lead Instructor using the approved evaluation tools by the Training Providers.
2. Only candidates who meet the qualification standards as set out in Part A of the relevant course framework shall be admitted to the Understudy Program.
3. The Understudy Program shall include the following minimum requirements:
    3.1 Attendance in at least one (1) training batch as observer (sit-in);
    3.2 Assistance in at least one (1) training batch including delivery of assigned topics;
    3.3 Deliver the course at least one (1) training batch as practice trainer with actual trainees enrolled as participants and with the supervision of Lead Instructor;
    3.4 Certificate of completion signed by the Lead Instructor handling the class, and approved by the Training Providers
    3.5 Formal endorsement by the Training Provider to MARINA after careful assessment and validation on the competence of the candidate as Instructor and Assessor.
4. Completion of the Understudy Program shall form part of the recognition requirements.

C. RECOGNITION REQUIREMENTS FOR INSTRUCTOR AND ASSESSOR FOR TRAINING COURSE FOR INSTRUCTOR (TCI)

This section specifies the qualification requirements for instructors and assessors of the TCI.

Instructor and Assessor

1. Completed the Training Course for Instructors (TCI);
2. Completed the Training Course for Assessor (TCA);
3. Completed the Understudy Program under the supervision of a recognized TCI Lead Instructor;
4. Marine Deck Officer or Marine Engineer Officer with at least three (3) years of work experience in maritime education and training institution as instructor and/or assessor within the last five (5) years;

   OR

   Licensed Professional Teacher (LPT) with at least three (3) years of work experience in maritime education within the last five (5) years.
5. Submitted a portfolio containing the following:
   - 5.1 Curriculum Vitae;
   - 5.2 License (if applicable);
   - 5.3 Certificates of Training;
   - 5.4 Instructor's Guide for the selected course topic, including the corresponding Instructional Materials (IMs) and Exercise Sheet;
   - 5.5 Assessment Tools (Table of Specifications, Assessment Plan, and Rubric, if applicable); and
   - 5.6 A video recording of a delivery of a selected topic and certified by the Training Provider.

D. RECOGNITION REQUIREMENTS FOR INSTRUCTOR, ASSESSOR AND RESOURCE PERSON FOR TRAINING COURSE FOR ASSESSOR (TCA)

This section outlines the requirements for instructors, assessors, and resource persons involved in the TCA.

Instructor

1. Completed the Training Course for Assessment, Examination, and Certification of Seafarers (IMO Model Course 3.12);
2. Completed the prescribed Understudy Program under the supervision of a recognized TCA Lead Instructor;
3. Marine Deck Officer or Marine Engineer Officer with at least three (3) years of assessment experience for TCI within the last five (5) years

OR

Licensed Professional Teacher (LPT) with at least three (3) years of assessment experience for TCI within the last five (5) years;

4. Submitted a portfolio containing the following:
    4.1 Curriculum Vitae;
    4.2 License (if applicable);
    4.3 Certificates of Training;
    4.4 Exercise Sheets; and
    4.5 Assessment Tools (Table of Specifications, Assessment Plan, Practical Assessment, Rubric, MCQ, Matching Type, modified True or False, Fill in the blank, and Essay)

Assessor

1. Must possess the same qualifications as the Instructor;
2. Must be a recognized TCI Assessor by the Administration (For Assessor only).

Resource Person

1. Training Providers may engage resource persons for specialized topics, as follows:

    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

2. MARINA shall be informed at least ten (10) working days prior to engagement, and shall acknowledged the same. Training Providers shall submit the following:
    2.1 Notification letter
    2.2 Curriculum Vitae
    2.3 Training Certificates supporting expertise in assigned subject areas.

Existing Recognized Instructors and Assessors