

Directorate General of Shipping, Ministry of Shipping, Govt. of India, Mumbai		
	TRAINING BRANCH	IS / ISO Clause
Ref.: QMS -7.0 Page 1	Subject-Guidelines for Assessment, Examination and Certification of Seafarers (AECS) Course	File No. TR/POL/8(11)/2018
Approved by : Director General of Shipping, GOI	Circular No. : STCW 2010 CIRCULAR NO. 27 OF 2018	Dated 01.10.2018

1. The standards of competence that have to be met by seafarers are defined in Part A of the Seafarers' Training and Certification and Watch keeping (STCW) Code of the International Convention on Standards of Training, Certification and Watch keeping for Seafarers (STCW), 1978, as amended.

2. This course has been developed to support the implementation of the Convention and Code. It addresses the requirements of regulation I/6 of the Convention and section A-I/6 of the STCW Code. The course is also relevant to the requirements of regulation I/8 of the Convention and section A-I/8 of the Code.

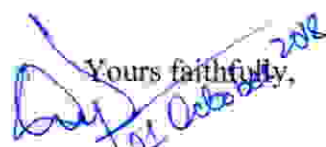
3. It covers the legal, administrative, supervisory and operational frameworks and processes of assessing, examining and certifying seafarers within the context of the Convention.

4. To specify the requirement of individuals/entities involved in these processes as administrators, supervisors, monitors and/or assessors of seafarers for certification, the Directorate General of Shipping has formulated the following guidelines for the conduct of the "Assessment, Examination and Certification of Seafarers (AECS)" course as profiled in the annex to this circular.

5. The ID No. assigned for the "Assessment, Examination and Certification of Seafarers (AECS)" Course is XXX. The duration of this course is 70 hours (10 days) and the frequency of the course shall not exceed 48 in a calendar year.

6. DGS approved training institute, eligible to conduct this course and complying with the details specified in the annex will be eligible to apply for the conduct of this course along with a prescribed processing fee of Rs.75,000/-.

7. This issues with the approval of Director General of Shipping & Secretary to the Govt. of India.

Yours faithfully,

 01 October 2018

(Deependra Singh Bisen)
Asstt. Director General of Shipping (Training)

ANNEX

GUIDELINES FOR ASSESSMENT, EXAMINATION AND CERTIFICATION OF SEAFARERS

1. AIMS –

This course is intended to meet the *Mandatory minimum requirements of providing knowledge to enhance skills of would be examiners to administer, supervise and monitor training, and assessment, examination and certification of seafarers* in accordance with the provisions of Regulation I/6 “Training and Assessment” of the STCW Convention 1978, as amended and section A-I/6 of the STCW Code. This course is also designed to meet the requirements of IMO Model course 3.12, “*Assessment, Examination and Certification of Seafarers (AECS)*”.

2. OBJECTIVES –

A trainee successfully completing this course will be able to:

- 2.1 Apply the provisions of the STCW Convention concerning the training, assessment, examination and certification of Masters, officers and ratings;
- 2.2 Evaluate and apply the processes necessary to implement these provisions under national law;
- 2.3 Analyse national assessment, examination, and certification process needs;
- 2.4 Determine appropriate assessment methods;
- 2.5 Organise, administer and conduct assessments / examinations; and
- 2.6 Demonstrate the ability to issue certificates and control the certification process.

3. INFRASTRUCTURE AND EQUIPMENT REQUIREMENT

- 3.1 Class Room – The lectures shall take place in a classroom, size and ambience governed as per DGS Order 5 of 2016.
- 3.2 A suitable classroom is required with desks or tables and chairs. It should be possible to move the furniture around so that a variety of room arrangements can be used. Ideally, extra breakaway rooms will be available for when the class is split into groups, since each group should have a separate space in which to work.
- 3.3 The main room should be provided with a whiteboard, a flip overboard (flip chart), writing materials, and an overhead LCD projector for computer-based presentations. Electrical sockets should be located so that the equipment can be positioned safely.
- 3.4 Group rooms should be provided with tables, chairs, some form of board and writing materials.

4. ELIGIBILITY FOR MARITIME TRAINING INSTITUTE

DGS Approved training institute conducting a minimum of 5 DGS approved maritime courses.

5. **ENTRY STANDARDS –**

- 5.1 Every candidate qualified to conduct assessments and examinations of seafarers for certificates of competency issued in accordance of the STCW convention, 1978, as amended should possess a certificate of competency no lower than the certificate or qualification, which he/she is to examine and certify on behalf of the Directorate General of Shipping.
- 5.2 Shall hold a Certificate of Competency, issued by the Govt of India, or equivalent, either as :
- Master (FG) or
 - MEO Class I (FG) or
 - ETO or
 - GMDSS (GOC)

And

- 5.3 Hold a certificate for "Training Course for Trainers and Assessors", (TOTA);
- 5.4 Have Fluency (both spoken and written) in the language in which the course will be conducted

6. **COURSE INTAKE LIMITATIONS –**

- 6.1 The course intake is limited to a maximum of 20 trainees.
- 6.2 The maximum trainee - instructor ratio shall be 20 to 1 for classroom lectures and 12 to 1 for Group activities.
- 6.3 Ideally, the trainees should include personnel from both Maritime Administrations and training institutions, or those who conduct assessments and examinations on behalf of the Administration.
- 6.4 There should also be sufficient representation in the deck department and engineering department to make the activities in the course productive and more balanced. The successful outcome of the course depends on active participation and contribution by the trainees.

7. **FACULTY REQUIREMENTS –**

7.1 **The qualifications and experience of Course-in-charge & Faculty;**

- 7.1.1 Holding Certificate of Competency as Master (FG) or MEO Class I (FG)
- 7.1.2 Have successfully completed the DG approved "Assessment, Examination and Certification of Seafarers (AECS)" course.
- 7.1.3 Have a minimum of 5 years experience in maritime education and training or in the administration.

8. **FACULTY/INSTRUCTOR STRENGTH –**

Not less than two faculty (as appropriate) (inclusive of the course-in-charge). A minimum of 50% of the entire portion must be covered by full-time faculty.

9. **REQUIRED ATTENDANCE –**

100% attendance is required for successful completion of the course. However, in exceptional circumstances, a trainee is allowed absence of up to one day subject to his attending the lectures missed out during the next subsequent batches at the same institute within a period of 3 months. The institute shall keep proper records of such cases.

If a trainee is absent for more than a day, he will need to repeat the entire course.

10. **COURSE OUTLINE, TIME TABLE AND DETAILED LEARNING OBJECTIVE –**

10.1 Course duration: 70 hrs [10 days]

10.2 Course outline: As per Appendix – 1

10.3 Course Time Table: As per Appendix – 2

10.4 Learning Objectives- As per Appendix – 3

Note

Throughout the course, safe working practices are to be clearly defined and emphasized with reference to current international requirements and regulations. It is expected that the institution implementing the course will insert references to national and/or regional requirements and regulations as necessary.

11. **HOLIDAYS –**

Sundays shall be holidays. Independence Day (15th August) and Republic Day (26th January) shall be compulsory holidays.

Trainees shall normally enjoy the holidays observed by the Govt. of the State in which the institute is located.

12. **ASSESSMENT AND FEEDBACK –**

Evaluation and Assessment shall be as per guidance provided in **Part E** of the IMO Model course 3.12.

Provisions shall be made by the institutes for unsuccessful trainees to be provided additional hands on training and records of same shall be maintained.

Unsuccessful trainees shall be re-assessed on the subsequent batch assessments.

13. **COURSE CERTIFICATE** –

A Course Certificate, the format of which is appended at **Appendix – 4** shall be issued by the DGS approved maritime training institute to all trainees who have successfully completed the DGS approved “Assessment, Examination and Certification” Course.

14. **QUALITY STANDARDS** – As per DGS Order No. 5 of 2016

15. **INSPECTION** – As per DGS Order No. 5 of 201-6

16. **FEES TO GOVERNMENT** – As per DGS Order No. 5 of 2016

17. **COST OF INSPECTIONS** – As per DGS Order No. 5 of 2016

18. **TEACHING AIDS**

A1 **Instructor's Manual to be prepared** as per guidance provided in **Part D** of the IMO Model course 3.12.

A2 Audio-visual equipment and material appropriate for classroom size and number of trainees.

A3 IMO Model course 3.12 – 2017 Edition

A4 IMO Model course 6.09 – 2017 Edition

A5 IMO Model course 1.30 – 2017 Edition

Other equipment appropriate to the activities and elements described in the Detailed Learning Objectives listed in **Appendix 3**.

19. **BIBLIOGRAPHY (B)**

Note: Bibliography may be used as deemed fit by the faculty.

B1 Fletcher, Shirley, *Competence-Based Assessment Techniques* 2nd ed. (London, Kogan Page, 2001) (ISBN 9780749434229)

B2 Holder, Len, *Training and Assessment on Board* 4th ed. (London, Witherby & Co Ltd, 2011) (ISBN 9781856094511)

B3 P. Race, S. Brown and B. Smith, *500 Tips on Assessment* 2nd ed. (London, Routledge Falmer, 2005) (ISBN 9780415342791)

B4 The Nautical Institute, *Maritime Education and Training* (London, The Nautical Institute, 1997) (ISBN 9781870077415)

B5 International Shipping Federation, *ISF Guidelines on the IMO STCW Convention including the 2010 'Manila Amendments'* 3rd ed. (London, International Shipping Federation, 2012)

B6 International Shipping Federation, *ISF On Board Training Record Book for Deck Cadets* 3rd ed. (London, International Shipping Federation, 2012)

- B7 International Shipping Federation, *ISF On Board Training Record Book for Engine Cadets* 3rd ed. (London, International Shipping Federation, 2013)
- B8 International Shipping Federation, *ISF Personal Training and Service Record Books* (London, International Shipping Federation, 1998)
- B9 E. S. Ebert II, C. Ebert & M. L. Bentley, *The Educator's Field Guide: An Introduction to Everything from Organization to Assessment* (New York, Skyhorse Publishing, 2014) (ISBN 9781628737479)
- B10 E. Raeng, *Assessing Seafarers' Competence* (FAME/MARTA, Manila, 1999. Tel: +632 635 4820; Fax: +632 638 7961)
- B11 D. Kennedy, *Writing and using learning outcomes: A practical guide*, (Cork, Ireland, University College Cork, 2007)

20. **IMO and REGULATORY REFERENCES (R)**

Note: Below books are mandatory

- R1 The International Convention on Standards of Training, Certification and Watch keeping for Seafarers, 1978, as amended (STCW Convention) (available from IMO Publications)
- R2 International Safety Management Code (ISM Code) (available from IMO Publications)
- R3 International Convention for the Safety of Life at Sea, 1974, as amended (SOLAS) (available from IMO Publications)
- R4 IMO Information Sources on STCW (available from IMO Knowledge Centre)

21. **INTERNET WEBSITE REFERENCES (W)**

Note: Some useful references may be:

IMO Maritime Knowledge Centre (MKC)

<http://www.imo.org/en/KnowledgeCentre/Pages/Default.aspx>

- W1 STCW Circulars
<http://www.imo.org/en/OurWork/HumanElement/TrainingCertification/Pages/STCWCirculars.aspx>
- W2 ILO Sector Activities: Shipping, ports, fisheries and inland waterways sector
<http://www.ilo.org/global/industries-and-sectors/shipping-ports-fisheries-inland-waterways/lang--en/index.htm>
- W3 ILO Database of International Labour Standards
<http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:1:0>
- W4 Marine Inquiry 11-204: Container ship MV Rena grounding on Astrolabe Reef, 5 October 2011.

http://www.taic.org.nz/ReportsandSafetyRecs/MarineReports/tabid/87/ctl/Detail/mid/484/InvNumber/2011-204/language/en-US/Default.aspx?SkinSrc=%5BG%5Dskins%2FtaicMarine%2Fskin_marine

- W5 Costa Concordia marine casualty on January 13, 2012: Report on the safety technical investigation.
http://3kbo302xo3lg2ilrj8450xje.wpengine.netdna-cdn.com/wp-content/uploads/2013/05/Costa_Concordia_-_Full_Investigation_Report.pdf

APPENDIX – 1

COURSE OUTLINE (L-Lecture, A- Practical Activity)

Subject Area with Learning Objectives	L	A	TOTAL Time Hours
Course Introduction	0.25		0.25
1 The STCW Convention, 1978 as amended	7.75	1.0	8.75
1.1 Background to STCW			
1.2 The need for revision			
1.3 Overview of the revised STCW Convention			
1.4 Process overview			
1.5 International instruments			
1.6 General objectives			
1.7 Certification of fishermen and for high-speed craft			
1.8 STCW certificate requirements			
1.9 National legislative and administrative framework			
2 Quality System	3.0	2.0	5.0
2.1 Quality standards			
2.2 Quality management system			
2.3 ISM Code			
3 Assessing Applications	2.0	2.0	4.0
3.1 Information for applications			
3.2 Procedures for assessing applications			
4 Requirements in Training and Assessment	3.0	--	3.0
4.1 Regulation on training and assessment			
4.2 Roles and responsibilities in training and assessment			
4.3 On board training and assessment			
5 Approving Training, Assessment and Records	2.75	1.25	4.0
5.1 Specification of standards			
5.2 Evaluation against standards			
5.3 Maintenance of standards			
6 Competence-Based Standards	4.0	6.0	10.0
6.1 Competence-based training			
6.2 Table of competence in the STCW Code as amended			
6.3 Competence-based assessment			
6.4 Collecting and matching evidence to standards			

6.5 Review and follow-up			
6.6 Quality assurance			
7 Developing Written Tests	3.75	5.0	8.75
7.1 Examination methodology			
7.2 Quality of tests			
7.3 Subjective-type tests			
7.4 Supply-type tests			
7.5 Objective-type tests			
7.6 Calculations			
7.7 Compiling tests			
7.8 Simulator-based tests			
Subject Area with Learning Objectives	L	A	TOTAL Time Hours
8 Invigilation of Tests	1.5	0.5	2.0
8.1 Written tests			
8.2 Publications and equipment			
8.3 Communications			
9 Scoring Tests	2.0	0.5	2.5
9.1 Scoring subjective tests			
9.2 Scoring objective tests			
9.3 Reviewing marginal cases			
10 Oral and Practical Tests	1.0	1.0	2.0
11 Shipboard Assessment	0.5	--	0.5
12 Maintenance of Standards	3.0	4.0	7.0
12.1 Review of test material			
12.2 Failure			
12.3 Appeals			
12.4 Recognizing certificates			
12.5 Dispensations, exemptions and equivalents			
12.6 Revalidation of certificates			
12.7 Suspension and revocation			
13 Administration	1.5	3.75	5.25
13.1 Issuing and replacing certificates			
13.2 Enforcement of standards			
13.3 Upholding the responsibilities of companies			
14 Course review and practical evaluation activity	2.0	5.0	7.0
TOTAL	38.0	32.0	70.0