



DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MERCHANT SHIPPING SECRETARIAT
MINISTRY OF PORTS AND SHIPPING

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MSN 25/2016

08th June 2016

Notice to Training Institutes

This notice supersedes MSN 05/2014 issued on 10th October 2014

Standards of Principal/HOD and faculty members of Maritime Training Colleges

Purpose

This notice gives guidance on standards applicable to Principal/HOD and faculty members of maritime training colleges.

Definitions

Approved Training Institutes means maritime training institutes which are allowed to conduct approved maritime courses by the Director General of Merchant Shipping (DGMS).

Faculty means any member engaged in training, assessing and guiding of maritime related training which includes lecturers, instructors, trainers, assessors etc.

Full time faculty member means any lecturer or trainer appointed on permanent or contract basis. If appointed on contract basis the period of the contract should be not less than twelve (12) months.

HOD (Head of Department) means a head of a particular department or a person holding similar management level position of a department/section.

Visiting faculty means a faculty member who is not a full time faculty member.

COC means a certificate of competency issued by Sri Lankan Maritime Administration or certificates of competencies of any other countries which are accepted by MSS.

Basic Training means Personal Safety and Social Responsibilities, Fire Prevention and Fire Fighting, Personal Survival Techniques, Elementary First Aid

Advance courses means Advance Fire Fighting, Survival craft other than fast rescue Boats, Fast rescue Boats

PART- 1: Approvals for the Principal, HOD & faculty members

1.1 Training institutes shall ensure compliance with the Merchant Shipping Secretariat (MSS) requirements relating to the number, qualifications, experience and age limits of principal/HOD and the faculty prescribed in this notice.

1.2 Further, training institutes are required to submit a half - yearly report for next 6- months by 15th January and 15th July of every year to Merchant Shipping Secretariat in the format prescribed at Annex-1, electronically. The verification of the number, qualifications, and experience and age limits of the faculty shall be done during the inspections carried out by the organizations carrying out QM audits for the institutes, and the MSS officials during the annual surveillance audit.

1.3 Any new appointment or change of the Principal/HOD shall be communicated to the MSS prior their appointment.

1.4 All institutes are required to keep their web site updated with the list of faculty members including the principal/HOD with their qualifications.

PART- 2: General requirements for principals, HOD and Faculty members

2.1 Principal

The Principal shall be an appropriately qualified, full time employee of the training institute. He is required to be qualified in accordance with the provisions of Section A-1/6 of the Standards of Training Certification and Watch-keeping for seafarers, (STCW) Code only if he performs the tasks of the faculty.

2.2 Faculty members and HOD

The HOD shall be a holder of a COC as Master/ Chief Engineer (unlimited) for the relevant field and;

HOD and Faculty members shall be appropriately qualified in accordance with the provisions of Section A-1/6 of the Standards of Training Certification and Watch-keeping for seafarers (STCW) Code, as amended for the type and level of training and/or assessment performed.

2.3 All approved training institutes shall ensure that the qualifications and experience of the Principal, HOD and Faculty members are covered in the application of the quality standard provisions required Section A-1/8 of STCW Code. Such qualification, experience and application of quality standards shall incorporate appropriate instructional techniques and training, and assessment methods and practice, and shall comply with all applicable requirements.

Such person shall:

a) have an understanding of the specific training objectives for the particular type of training being conducted;

b) be qualified in the task for which training is being conducted;

c) If conducting training using a simulator:

i) have received appropriate guidance in instructional techniques involving the use of simulator; and

ii) have gained practical operational experience of a particular type of simulator being used as specified in the respective course guidelines notified by the MSS from time to time;

d) have appropriate level of knowledge and understanding of the competence to be assessed;

e) be qualified in the task for which the assessment being made;

f) have received appropriate guidance in assessment methods and practice;

g) have gained practical assessment experience;

h) if conducting assessment involving the use of simulators, have gained practical assessment experience on the particular type of simulator under the supervision and to the satisfaction of an experienced assessor. The procedure shall be described under the quality management system of the institute.

2.4 The Principal, HOD and Faculty members shall be fit for teaching and should be capable of clear, vocal communication in English, without any speech defect. Besides possessing minimum qualifications, experience, special emphasis needs to be made of the pedagogic abilities of faculty members particularly while being engaged, so that "transfer of knowledge" is effective and worthwhile.

Part- 3: Minimum qualification for Faculty members

Training Course	Lecturer (Min. qualifications)	Instructor (Min. qualifications)	Demonstrator (Min. qualifications)	Assessor (Min. qualifications)
Pre-Sea Training (deck/Engine)	COC of OOW (Unlimited) or Equivalent	5 years sea experience in SL Navy or Rating with 2 year sea experience or Equivalent	Relevant experience or training for appropriate course	COC of OOW (Unlimited) or Equivalent
Able Seafarers (Deck/Engine)	50% COC as OOW (Unlimited) 50% COC as Ch.Officer/2 nd Enginner(Unlimited)	5 years sea experience in SL Navy or Rating with 2 year sea experience or Equivalent	Relevant experience or training for appropriate course	COC as Ch.Officer/2 nd Enginner(Unlimited)
Pre-Sea Training (Deck/Engine) Cadet	50% COC as OOW (Unlimited) 50% COC as Ch.Officer/2 nd Enginner(Unlimited) or Equivalent	5 years sea experience in SL Navy or Rating with 2 year sea experience or	Relevant experience or training for appropriate course	COC as ch.officer/2 nd engineer (Unlimited) or Equivalent

		Equivalent		
Preparatory/ Revalidation/ re- resher & updating (not comply with sea time requirement for revalidation (operational level)	COC as Ch.officer/2 nd engineer(Unlimited) Or Equivalent	5 years sea experience in SL Navy or Rating with 2 year sea experience or Equivalent	Relevant experience or training for appropriate course	COC as Ch.officer/2 nd engineer(Unlimited) Or Equivalent
Preparatory/ Revalidation / updating (not comply with sea time requirement for revalidation (ch.mate/2nd eng Unlimited)	COC as Master/Ch.engineer (Unlimited) Or Equivalent	5 years sea experience in SL Navy or Rating with 2 year sea experience or Equivalent Equivalent	Relevant experience or training for appropriate course	COC as Master/Ch.engineer (Unlimited) Or Equivalent
Preparatory, Competency and Revalidation / updating (not comply with sea time requirement for revalidation (Master/ Eh.Engineer)	Master/Ch.Engineer(Unlimited) with 2 year sailing experience, or Equivalent	5 years sea experience in SL Navy or Rating with 2 year sea experience or Equivalent	Relevant experience or training for appropriate course	Master/Ch.Engineer(Unlimited) with 2 year sailing experience, or Equivalent
Basic Training/Re- resher and up dating	COC as OOW(unlimited) with 1 year sea experience or Equivalent	5 years sea experience in SL Navy or Rating with 2 year sea experience or Equivalent	Relevant experience or training for appropriate course	COC as OOW(unlimited) with 1 year sea experience or Equivalent
Security awareness	COC as OOW(unlimited) with 1 year sea experience or Equivalent	5 years sea experience in SL Navy or Rating with 2 year sea experience or Equivalent	Relevant experience or training for appropriate course	COC as OOW(unlimited) with 1 year sea experience or Equivalent
Designated Security Duties	COC as OOW(unlimited) with 1 year sea experience or Equivalent	5 years sea experience in SL Navy or Rating with 2 year sea experience or Equivalent	Relevant experience or training for appropriate course	COC as OOW(unlimited) with 1 year sea experience or Equivalent
Ship Security Officer	Ch.Officer /2 nd engineer (Unlimited) with 1 year sea experience or Equivalent	5 years in SL Navy or Rating with 2 year sea experience or Equivalent	Relevant experience or training for appropriate course	Ch.Officer /2 nd engineer (Unlimited) with 1 year sea experience or Equivalent

Advance Courses/Re-fresher and up grading	Ch.Officer /2 nd engineer (Unlimited) with 1 year sea experience or Equivalent	5 years sea experience in SL Navy or Rating with 2 year sea experience or Equivalent	Relevant experience or training for appropriate course	Ch.Officer /2 nd engineer (Unlimited) with 1 year sea experience or Equivalent
GMDSS	GMDSS Certificate holder & related simulator training		Relevant experience or training for appropriate course	GMDSS Certificate holder & related simulator training
Simulator courses of management level	Master/Ch.Engineer (Unlimited) with 2 year sailing, or Equivalent		Relevant experience or training for appropriate course	Master/Ch.Engineer (Unlimited) with 2year sailing, or Equivalent
Simulator courses of operational level	COC as Ch.officer/2 nd engineer(Unlified) with 1 year sailing, Or Equivalent		Relevant experience or training for appropriate course	COC as Ch.officer/2 nd engineer(Unlimited) with 1 year sailing, Or Equivalent
Elementary First Aid	Nursing Officer with 3 year experience or personnel with relevant training and qualification	Nursing Officer with 3 year experience or personnel with relevant training and qualification	Relevant experience or training for appropriate course	Nursing Officer with 3 year experience or personnel with relevant training and qualification
Medical First Aid	Nursing Officer with 3 year experience or personnel with relevant training and qualification 50% MBBS Doctor	Nursing Officer with 3 year experience or personnel with relevant training and qualification	Relevant experience or training for appropriate course	MBBS Doctor
Medical Care	MBBS Doctor	Nursing Officer with 3 year experience or personnel with relevant training and qualification	Relevant experience or training for appropriate course	MBBS Doctor

Note – 3.1.1 All lecturers are required to undergo "Training Of Trainers" (TOT) course prior engage in lecturing. The TOT course shall be as per the relevant IMO Model Course 6.09 or equivalent.

3.1.2 All assessors have to be qualified with Assessment, Examination and certification of Seafarers as per IMO model course 3.12 prior engage in as assessor in the institute.

3.2 For all Academic subjects, such as English, Physics, Chemistry, Mathematics, Electricity, and Electronics, etc., the minimum qualification shall be a BSC/BA degree in the subject concerned.

3.3 The training Institutes should encourage "Sailing Officers" with required qualifications and appropriate sailing /teaching experience to impart training to the students.

PART-4: Age Limit for HOD and Faculty members

4.1 The maximum age for the Full time faculty members including Principals shall not exceed 75 years.

4.2 The age limit for the instructors who are engaged in practical's, demonstrations, workshop training, Life-boat or Life raft training, Fire-fighting training, Physical training, etc. shall not exceed 70 years.

4.3 The maximum age for Visiting Faculty shall not exceed 72 years.

PART- 5: Teaching Hours for Principal/HOD and Faculty members

5.1 The Teaching Hours of the Principal/HOD shall not exceed 14 hours in a week.

5.2 The Teaching Hours of the Vice Principal/Deputy HOD, where designated, shall not exceed 16 hours in a week.

5.3 The Teaching Hours of the full time faculty shall not exceed 24 hours in a week.

5.4 The Training Hours of Instructors shall not exceed 30 hours in a week.

5.5 The teaching hours for the Visiting faculty, shall not exceed 24 hours in a week at all the institutes put together. A written declaration by the Visiting Faculty to the above effect shall be taken by the institute.

5.6 In case a faculty member serves also as a Principal/HOD or vice-Principal/Deputy HOD, the limitations stipulated for the higher portfolio shall apply.

PART- 6: Visiting Faculty,

6.1 A minimum of 50% of Lectures shall be delivered by the Full-time Faculty members of the institute. The balance 50% of the lectures may be taken by visiting faculty members. For Medical Courses an Institute can deploy visiting faculty for 90% of the classes required to be conducted for the entire course.

6.2 Visiting faculties should have received appropriate guidance in instructional techniques and if take part in assessing shall have:

- a) received appropriate guidance in assessment methods and practice; and
- b) gained practical assessment experience under the supervision and to the satisfaction of an experienced assessor

6.3 All Visiting faculties should undergo TOT course prior engage in lecturing unless they are exempted as stated in para 6.5 below.

6.4 Training Institutes shall not commence/conduct courses without the required qualified faculties as per this notice.

6.5 Exemptions from TOT may be given to Visiting Faculty from specialized fields, such as Maritime Law, Marine Insurance, Maritime Management, Medical, Shipyards, Classification Societies, Commercial Shipping, Ship Management, and Equipment Manufacturers.

6.6 Revalidation of the COC is not required for shore-based jobs. Therefore, it is not necessary for the Principal/HOD or the Faculty to revalidate their Certificate of Competency. However, all faculty members shall keep their knowledge up-to-date in the related subjects and this criteria needs to be factored-in in the faculty assessment forms to be filled up by the candidates at the end of the course.

6.8 The Training Institutes shall ensure periodic up-gradation and training for their faculty members and shall maintain such records for verification.

PART- 7: Outsourcing part of training programmes:

7.1 The institute may outsource a part of the training programme to an approved training institute in order to fulfill the requirements of the STCW convention and the DGMS guidelines. An undertaking shall be agreed between two training institute clearly stating the training areas covered.

PART- 8: Control and issuance Certificates:

8.1 All records pertaining to printing, issuance and cancellations shall be maintained and readily available.

8.2 Details of certificates issued to seafarers shall be made available, in the English language, through electronic means to other parties and companies which request verification of authenticity and validity.

PART- 9: Other related matters:

9.1 The institute shall designate a faculty as Course in-charge for every course.

9.2 Each institute shall maintain records of onboard training assessment carried out by the institute, examination and assessments carried out as per the DGMS guidelines, faculty evaluations, which inter-alia must include the arranged feed-back of the students.

9.3 The Principal or the top management of the institute shall be responsible for the purpose of reporting and ensuring compliance of this guide lines.

Issued on 08th June 2016

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