



SUB-COMMITTEE ON STANDARDS OF
TRAINING AND WATCHKEEPING
32nd session
Agenda item 3

STW 32/3
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VALIDATION OF MODEL TRAINING COURSES

Note by the Secretariat

SUMMARY

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| <i>Executive summary:</i> | This document provides a description of the current procedures and guidance used by the Secretariat in the development, updating and validation of model courses |
| <i>Action to be taken:</i> | Paragraph 4 |
| <i>Related documents:</i> | MSC 50/27, STW 17/11, and STW 31/17 |

1 The Sub-Committee, at its thirty-first session, agreed (STW 31/17 paragraph 3.10) that the current procedures and guidance for the development, updating and validation of model courses should be reviewed and instructed the Secretariat to prepare a document outlining the current procedures and guidance for consideration at its next session.

2 Attached at annex are the current procedures and guidance being followed for the development, updating and validation of model courses.

3 The procedures for validation included in the annex were developed by the Sub-Committee at its seventeenth session (STW 17/11, annex 5) and approved by the Maritime Safety Committee at its fiftieth session (MSC 50/27 paragraph 12.10).

Action requested by the Sub-Committee

4 The Sub-Committee is invited to consider the information provided and take action as appropriate.

ANNEX

DEVELOPMENT, UPDATING AND VALIDATION OF IMO MODEL COURSES

1 Background

1.1 The initial objective of the IMO model course programme was to provide the tools for the highest quality of training in the following fields:

- .1 Competent seafarers for service on board merchant ships and fishing vessels;
- .2 Maritime safety administrators;
- .3 Surveyors and inspectors;
- .4 Casualty investigators;
- .5 General maritime administrators;
- .6 Ship designers and ship repairers;
- .7 Maritime lawyers;
- .8 Technical managers;
- .9 Maritime teachers;
- .10 Technical port managers;
- .11 Harbour masters and pilots; and
- .12 Personnel for pollution prevention.

Therefore a comprehensive strategy for the development of human resources by promoting the highest quality of training at all levels was developed by the Organization. The objective was the implementation of global standards by nationals who were as highly trained as any of their counterparts worldwide.

1.2 In response to this need for standardised training programmes to assist Member countries to implement the various International Convention and Protocols, the Organization, with generous assistance from the Government of Norway, developed a series of model courses to assist those tasked with development of training programmes, particularly in developing countries, to train maritime personnel with the responsibility for implementing the various international Conventions and Protocols adopted by the Organization.

1.3 This programme was carried out in two phases. In the first phase from July 1985 to December 1988 a total of 62 model courses were identified for production by the Organization after discussions at the appropriate Sub-Committees. These courses were to provide a uniform teaching source for maritime training academies in developing countries to reflect IMO's Conventions and standards. During this period a total of 16 courses were published, 18 had reached the final stage of production and 28 were in the early stage of production. The courses that had been published were implemented on a national basis within local training systems or were implemented through the IMO, financed mainly by the UNDP. In the second phase from 1989 to 1990, 15 additional courses were identified. These were aimed at training of maritime personnel to meet the requirements of the 1978 STCW Convention. Thereafter, model courses were developed on an as-needed basis as identified by the various Sub-Committees.

1.4 A total of 53 courses were eventually published by the Organization. The Maritime Safety Committee, at its sixty-seventh session (MSC 67/9/2), identified the courses related to the implementation of the 1978 STCW Convention as a priority for revision and updating as a result of the 1995 amendments to the STCW Convention.

1.5 Only courses related to the implementation of the STCW Convention are subject to the validation procedure, details of which are given in the following paragraphs.

2 Development

2.1 For the development of new IMO model courses related to the revised STCW Convention, the Secretariat sought to use only those institutes currently providing training in those subjects to undertake the development of new model courses. The selection of the institutes is undertaken through a process of competitive tendering. After the institute has been selected, a consultant is also engaged to oversee the development of the course against the set terms of reference and to ensure the quality and consistency of the output. The selected institute identifies the appropriate experts for the work and provides a draft for scrutiny by the consultant. Following any revision required by the consultant the final draft is then scrutinized by the STW validating group and its comments conveyed to the institute through the consultant. Thereafter, the institute provides a revised final draft, incorporating the validating group's comments and any further editorial amendments identified by the consultant. The draft course is then forwarded to the STW Sub-Committee which is asked to validate the course. After validation, the final text is sent to the Publications section for printing and sale. The Maritime Safety Committee (MSC) is informed accordingly.

2.2 In all other cases, after approval is obtained from the relevant Sub-Committee and MSC or MEPC as necessary, the development is undertaken either by an institute, following a competitive tendering exercise or by an individual on a consultancy basis. Where IMO/IMA (Trieste) or WMU are the successful tenderers, they are required to nominate an individual to oversee the quality and consistency of the output within the terms of reference. Where another institute or an individual are the successful tenderers, preference is given to IMO/IMA (Trieste) or WMU to be engaged to review the draft submitted by the successful tenderer. In cases where neither is able to undertake the review, a consultant is engaged.

2.3 In each case, on receipt of the final draft the responsible officer in the Secretariat for the subject concerned undertakes a summary scrutiny for adequacy. Thereafter, the final text is sent to the Publications section for printing and sale. The Maritime Safety Committee is informed accordingly.

3 Revision and updating

3.1 In case of revision and updating of existing model courses, a similar procedure is followed to that detailed in paragraphs 2.1 to 2.3.

4 Validation

(Text of STW 17/11, annex 5)

4.1 In order to assist the Sub-Committee to review the model courses submitted for validation, the Sub-Committee at its seventeenth session decided to establish a validating group comprising of two IMO representatives and four ILO representatives (two seafarers and two shipowners). Validation in this context would mean that the Sub-Committee found no grounds to object to their contents.

4.2 The members of the group may be assisted by advisers as necessary and should be authorised by the Sub-Committee to work intersessionally by correspondence as necessary.

4.3 Upon receiving a finished draft model course from the course designers (IMO consultants), the Secretariat will distribute copies to each designated member of the validating group.

4.4 Each validating group member, following consultation as necessary with his advisers, will provide each other validating group member and the Secretariat with his proposed amendments and supporting remarks within an agreed time limit, say one month.

4.5 The Secretariat will transmit all proposed amendments and supporting remarks to the course designers.

4.6 The course designers will respond as appropriate through the Secretariat to the members of the validating group within an agreed time limit.

4.7 Proposed amendments agreed to by the course designers and not objected to by another member of the validating group will be incorporated in a revised model course.

4.8 Proposed amendments not agreed to by the course designers and not objected to other members of the validating group will not be incorporated in the revised draft model course but will be consolidated by the Secretariat in a supplementary document.

4.9 The revised draft model course will be processed by the Secretariat for distribution on the basis of one copy per delegation, observing the rules governing submission of documents.

4.10 The supplementary document containing proposed amendments not agreed to will be distributed in the normal way as a Sub-Committee document.

4.11 Comments submitted on the proposed model courses by other members of the Sub-Committee will be distributed in the usual manner.

4.14 The Sub-Committee will give preliminary consideration to the draft model courses and all comments made thereon, if any. Following this the Sub-Committee will either refer it to the validating group for consideration in detail or validate the model course.

4.13 The course designer, if considered necessary, will be made available to advise the validating group on the course design rationale.

4.14 The validating group will prepare a report listing all agreed amendments to the revised draft model course as circulated to the Sub-Committee.

4.15 The Sub-Committee will then consider the validating group report together with the revised draft model course and validate that course if appropriate.

4.16 Any course validated by the Sub-Committee will be reported to the Maritime Safety Committee.