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|  | Maritime Authority of Jamaica |
| Application For Approval Of Courses And Training Programmes | |

The _____
 (Name of Training Institute)

request the MARITIME AUTHORITY OF JAMAICA, to approve the services as described below in accordance with the MAJ's policy on "Conduct and Administration of Maritime Training".

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|---|---|--|--|--|
| A | Name of training course (s) | | | |
| B | Name and Address | Name of Organization | | |
| C | | Address | | |
| D | | Training Location (Address) | | |
| E | | Type of Organization: <input type="checkbox"/> Maritime Academy <input type="checkbox"/> Maritime Training Centre <input type="checkbox"/> Maritime Simulator Centre <input type="checkbox"/> Ship Management Company (in-house training ctr) <input type="checkbox"/> Ship owner / Manager <input type="checkbox"/> Simulator Manufacturer Other Specify: _____) | | |
| F | | PRINCIPAL OFFICER Name _____ Position _____ CONTACT PERSON Name _____ Position _____ Tel _____ Email _____ (Organization or department) | | |
| G | Name of QMS Manual (Date of Latest version) | | | |
| H | Expected date for on-site assessment | | | |

Applicant & Billing Address

Name of Organization _____

Name _____ Position _____

Email _____ Telephone _____

 Date of Application

 Signature
 (head of department)

Enclosed Documentation for the Approval of above Training Course/Programme:

- | | |
|---|---|
| <input type="checkbox"/> Course framework | <input type="checkbox"/> Course feedback |
| <input type="checkbox"/> Course outline | <input type="checkbox"/> Instructor manual |
| <input type="checkbox"/> Course schedule/ Course Time table | <input type="checkbox"/> Examination and Assessment |
| <input type="checkbox"/> Detailed teaching syllabus | <input type="checkbox"/> Others |

NB: PLEASE READ CAREFULLY THE REFERENCED SECTION TO ENCLOSE REQUIRED DOCUMENTS AS REQUESTED.

Training providers wishing to obtain approval of courses/training programmes by the MAJ must submit an application which must as a minimum fulfil the requirements of the specified course/training programme as listed below:

1. Application letter stating name of course, location where the course to be conducted.
2. Course Framework consisting of following information:
 - a) Scope: – brief explanation on the course in accordance with the international convention/code (STCW 78 as amended,) national rules and regulations.
 - b) Objective: statement discussing the purpose and objective of the learning courses competency levels to carry out duties. What the students would be able to do or demonstrate on completion of the course/training programme.
 - c) Admission Standards: - Minimum entry standards, age, sea experience, entry qualification, medical fitness
 - d) Class limitation: – Maximum number of students in a class and practical room, staff to student ratio.
 - e) Size of class: – maximum class size for learning, demonstration or simulation programme together with number of students to one simulation equipment.
 - f) Lecturer/Instructor: – List of Lecturer/Instructor with details of their background, experience and qualification (CV) and copies of attested certificates.
3. Training Facilities and Teaching Aids:
 - a) Training facilities: – address and location as to where the training will held (i.e. swimming pool, smoke house,)
 - b) Course equipment: – explanation of the equipment used during the course such attesting equipment, simulation equipment, dummy, workshop, engine, engine room equipment, diagrams
 - c) Teaching aids: – OHP, projector, Audio, video, writing boards
 - d) Text books: – copies of work book, notes, lecture manuals and text books
 - e) Course schedule/time table: – time breakdown and type of learning whether in class room, demonstration, practical, simulation equipment or examination
5. Detail teaching syllabus: – to list the learning objective that explains the demonstration of knowledge or skills learned (i.e. IMO course model, standard syllabus).
6. Course Outline: – summary of syllabus including its content and timeframe for each course Instructors manual – specific guidelines of teaching strategy and techniques used during the course.
7. Examination and Assessment
 - 7.1 Method: - student will be assessed throughout the course through examination and/or assessment for e.g.
 - a) Practical demonstration: - explanation on all practical training or simulation examination, test or training.
 - b) Written: - copies of all written examination, grading procedure used and number of repeats and what is considered pass.
 - c) Oral Assessments: -
8. Final grade achievement - explanation in determining the final grade through the above method.
9. Procedure for re-sit of test: - explanation regarding method for re-sits of examination for candidates who have failed or violated the examination rules (i.e. cheating) and any appeal procedures.

INSTRUCTOR REQUIREMENTS

The responsibility to ensure that lecturers/instructors are suitably qualified to carry out MAJ approved courses and training programmes lies with the institution requiring approval for the courses and training programme. Qualified instructor is a person trained in technical teaching and related field.

In determining the qualification of the lecturers and instructors the institution may consider the following requirements as a minimum guideline:-

1. Holds the required STCW certification, endorsement or professional recognition; and
2. Ability to conduct training and possess related operational experience; and
3. Experience, training or trained in effective teaching techniques
4. Documented proof having successfully completed a "train the trainer" course within six (6) months of employment.
5. Individual who does not possess any certificate of competency and is not from the maritime field must hold a graduate degree and submit documents confirming that they are expert in a particular field or possess at least three (3) years in specific professional services in the related field; or
6. Shall fulfil the requirements of STCW code as amended, Section A-I/6, paragraphs 4, 5, and 6
7. Qualification of Simulator Instructor
8. A simulator instructor must have practical operational experience in technical teaching of specific types of simulator including its usage.