|  | **REPUBLIC OF THE MARSHALL ISLANDS**  **MARITIME ADMINISTRATOR**  **TRAINING INSTITUTION, PROGRAM, AND COURSE EVALUATION CHECKLIST** |
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| **Procedure** | **Administrator Comments** | **Notes** |
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| 1. Preliminary Information, including:  Complete name and address of the training institution  Training center website  Name of course |  |  |
| 2. Email address of person to contact with inquiries concerning training institution and/or each course. |  |  |
| 3. Government approval  Yes  No | Documentation must show accreditation by a national government reported by the IMO as giving full and complete effect to the Convention. |  |
| 4. Quality Standards System Information  ISO 9001 quality standard system certification, or equivalent, verifying compliance to STCW standards?  Certified by an IACS Classification Society or other entity acceptable to the Administrator?  Audit results from the last external audit?  Record keeping? | Documentation as to ISO 9001 quality standard system certification, or equivalent, verifying compliance to STCW standards.  The quality system’s terms of reference must specify compliance with the mandatory minimum standards of the STCW Convention, 1978, as amended, as specified in the Annex and Part A of the STCW Code.  Evidence through the quality system audit or applicant’s procedures that there is record keeping on each written examination or, in the case of a practical test, reports on such testing taken by students with a record of each student's classroom attendance being maintained for at least five (5) years after the end of each student’s enrolment. |  |
| 5. An approved list of authorized instructors and examiners.  Each instructor must be certified as having completed a training course for instructors based on the IMO Model Course 6.09 or the equivalent  Summary of relevant qualifications, including successfully completing the course that they will be teaching  Letter from the appropriate administration stating that the instructors are qualified to teach the course. | Courses and testing must be conducted, monitored, evaluated, and supported by qualified persons. |  |
| 6. Detailed curriculum and teaching syllabus, which **may** include:  .1 Course description, including:  course name  applicable STCW requirement/whether it is based on an applicable IMO model course, and which, for example)  maximum class size  learning media  pre-requisites for enrollment  .2 A copy of examinations or assessments:  Written or practical exams/assessments to verify that a candidate who completes the course material has satisfied the knowledge, understanding and proficiency requirements per STCW  .3 Course outline and timetable  overview  outlines  timetable  .4 Instructor’s manual  Guidance  Lesson plans | A list of the curricula including descriptions of and the number of classroom hours required in each subject area, along with the number of students enrolled per course with instructor, trainee, and equipment ratios.  Evidence should be provided that courses provide sufficient training to refresh candidates’ knowledge, understanding and proficiency in the areas required by the STCW Code  Courses should be:   * suitable for the selected objectives and training tasks to meet the competence level for the subject covered; * structured to achieve the prescribed standards of competence and in a way that enables the students to reflect on learning through self and tutor-marked assessments * providing clear information to students on the way tests are conducted and how results are communicated.   Testing should include comprehensive questions that are kept up-to-date, conditions for testing, secure procedures to prevent cheating, and security validation steps to record the results of the test. |  |
| 7. A copy of the course certificate, document, or diploma issued. | A certificate, diploma, or document issued for successful completion of a program or course must be in a form prescribed by the training center that is acceptable to the Administrator and compliant with the Convention. |  |
| 8. Photos of facilities and equipment | The facilities and equipment must be adequate and sufficient in number to teach the course, and meet requirements stated in STCW and the IMO Model Course. |  |