

COMPETENCY-BASED CURRICULUM



Sector:

MARITIME

Qualification:

**RATING FORMING PART OF A NAVIGATIONAL WATCH NC II
(STCW Regulation II/4)**



**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT
AUTHORITY**

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COURSE DESIGN

COURSE TITLE : **RATING FORMING PART OF A NAVIGATIONAL WATCH**

NOMINAL DURATION : **108 hours**

QUALIFICATION LEVEL : **NC II (STCW Regulation II/4)**

COURSE DESCRIPTION :

This course is designed to equip individual with operational skills, knowledge and attitudes of Rating Forming Part of a Navigational Watch NC II (STCW Regulation II/4) in accordance with industry standards. It covers core competencies such as steer the ship and complies with helm orders; keep a proper look-out by sight and hearing; contribute to monitoring and controlling a safe watch and operate emergency equipment and apply emergency procedures.

This course is also designed to enhance the basic and common knowledge, skills and attitudes of an individual in the field of Rating Forming Part of an Navigational Watch.

To obtain this, all units prescribed for this qualification must be achieved.

TRAINEE ENTRY REQUIREMENTS:

This section specifies the qualification of trainees and educational experience. Other requirements like health and physical requirements are also stated. Passing entry written examinations may also be indicated if necessary.

- Must be 18 years old and above
- Must have completed ten (10) years Basic Education
- Must have passed the medical examination for eyesight and hearing as per DOH Administrative Order No. 2013-0006

COURSE STRUCTURE:**BASIC COMPETENCIES
(18 hours)**

UNIT OF COMPETENCY	MODULE TITLE	LEARNING OUTCOMES	NOMINAL DURATION
1. Participate in workplace communication	1.1 Participating in workplace communication	1.1.1 Obtain and convey workplace information 1.1.2 Participate in workplace meetings and discussions 1.1.3 Complete relevant work related documents	4 hours
2. Work in a team environment	2.1 Working in a team environment	2.1.1 Describe team role and scope 2.1.2 Identify own role and responsibility within team 2.1.3 Work as a team member	5 hours
3. Practice career professionalism	3.1 Practicing career professionalism	3.1.1 Integrate personal objectives with organizational goals 3.1.2 Set and meet work priorities 3.1.3 Maintain professional growth and development	4 hours
4. Practice occupational health and safety procedures	4.1 Practicing occupational health and safety procedures	4.1.1 Identify hazards and risks 4.1.2 Evaluate hazards and risks 4.1.3 Control hazards and risks 4.1.4 Maintain occupational health and safety (OHS) awareness	5 hours

**COMMON COMPETENCIES
(60 hours)**

UNIT OF COMPETENCY	MODULE TITLE	LEARNING OUTCOMES	NOMINAL DURATION
1. Survive at sea in the event of ship abandonment	1.1 Surviving at sea in the event of ship abandonment	1.1.1 Respond to the indicated emergency 1.1.2 Board a survival craft	4 hours
2. Minimize the risk of fire and maintain a state of readiness to respond to emergency situations	2.1 Minimizing the risk of fire and maintain a state of readiness to respond to emergency situations involving fire	2.1.1 Carry out fire minimization procedures 2.1.2 Respond to emergencies involving fire	8 hours

UNIT OF COMPETENCY	MODULE TITLE	LEARNING OUTCOMES	NOMINAL DURATION
involving fire			
3. Fight and extinguish fire	3.1 Fighting and extinguishing fire	3.1.1 Operate portable fire-fighting equipment 3.1.2 Carry out fire-fighting operations	8 hours
4. Take immediate action upon encountering an accident or other medical emergency	4.1 Taking immediate action upon encountering an accident or other medical emergency	4.1.1 Determine the need of casualty 4.1.1 Administer first-aid to the victim	24 hours
5. Comply with emergency procedures	5.1 Complying with emergency procedures	5.1.1 Take action on becoming aware of an emergency 5.1.2 Follow established emergency procedures 5.1.3 Follow procedures for the use of various life-saving equipment	4 hours
6. Take precautions to prevent pollution of the marine environment	6.1 Taking precautions to prevent pollution of the marine environment	6.1.1 Practice compliance with legislative requirements for protection of the marine environment 6.1.2 Practice anti-pollution procedures	4 hours
7. Observe safe working practices	7.1 Observing safe working practices	7.1.1 Identify and follow workplace procedures for hazard identification and risk control 7.1.2 Contribute to arrangements for the management of occupational health and safety 7.1.3 Take necessary actions to control fatigue 7.1.4 Complete occupational health and safety records	4 hours
8. Demonstrate security awareness practices	8.1 Demonstrating security awareness practices	8.1.1 Contribute to the enhancement of maritime security through heightened awareness 8.1.2 Recognize security threats 8.1.3 Understand the need for and maintaining security awareness and vigilance	4 hours

CORE COMPETENCIES (30 hours)

UNIT OF COMPETENCY	MODULE TITLE	LEARNING OUTCOMES	NOMINAL DURATION
1. Steer the ship and also comply with helm orders	1.1 Steering the ship and also comply with helm orders	1.1.1 Respond to helm orders 1.1.2 Steer the ship using magnetic and gyro compass	7 hours
2. Keep a proper look-out by sight and hearing	2.1 Keeping a proper look-out by sight and hearing	2.1.1 Detect sounds, lights and other objects 2.1.2 Report the approximate bearing of a sound, light or other object in degrees or points	8 hours
3. Contribute to monitoring and controlling a safe watch	3.1 Contributing to monitoring and controlling a safe watch	3.1.1 Contribute to watchkeeping procedures 3.1.2 Respond to potential emergency situations	7 hours
4. Operate emergency equipment and apply emergency procedures	4.1 Operating emergency equipment and apply emergency procedures	4.1.1 Apply emergency procedures 4.1.2 Maintain the integrity of emergency distress and alerting systems	8 hours

(Plus 2 months approved period of seagoing service)

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Practical performance

COURSE DELIVERY:

- Competency-based training
- School/Center-based training
- Enterprise-based training
- Virtual training

RESOURCES:

Recommended list of tools, equipment and materials per batch of 24 trainees for RATING FORMING PART OF A NAVIGATIONAL WATCH NC II (STCW Regulation II/4).

TOOLS		EQUIPMENT		MATERIALS	
QTY	DESCRIPTION	QTY	DESCRIPTION	QTY	DESCRIPTION
Integral 1 per class	<ul style="list-style-type: none"> Tools for the delivery of training are integrated in the required equipment (Full mission bridge simulator) AVR equipment that can handle video or PowerPoint presentation materials 	1 set	<ul style="list-style-type: none"> Bridge simulator 2 Mini Stations 1 Instructor Station 4 Mathematical Models (Own Ship) with following Directional Stability <ol style="list-style-type: none"> Stable Stable with steering bias to port Stable with steering bias to starboard Unstable <p>Note: Simulator must have visualization of not less than 225 degrees arc of horizontal visibility capable to simulate ship's standard steering system (hand and auto-pilot), multiple programmed ships' and targets' navigational lights, sound signals, and various state of weather and sea conditions.</p>	1 set	<p>Video or PowerPoint presentation for:</p> <ul style="list-style-type: none"> Steering techniques Sound and light signals Compass bearings and directions Applying Rules of the Road Various emergencies on board Bridge team communication Pyrotechnic distress signals; EPIRBS and SART Protection of environment Shipboard communication

REMARKS:

Above tools, equipment and materials are applicable for the training delivery of the CORE COMPETENCIES.

The tools, equipment and materials for the delivery of the COMMON COMPETENCIES shall comply with the standards prescribed by the MARITIME INDUSTRY AUTHORITY (MARINA) in their prescribed and regulated training program in BASIC SAFETY TRAINING (BST) and SECURITY AWARENESS TRAINING courses.

TRAINER'S QUALIFICATIONS FOR MARITIME SECTOR**RATING FORMING PART OF A NAVIGATIONAL WATCH NC II (STCW Regulation II/4)**

- Must be licensed Officer-in-charge of a Navigational Watch and at least with twelve (12) months seagoing service in that position
- Must be proficient in English communication
- Must be a holder of NTTC I-Rating Forming Part of a Navigational Watch NC II (STCW Reg. II/4)

MODULES OF INSTRUCTION

BASIC COMPETENCIES

**Ratings Forming Part of Navigational Watch NC II
(STCW Regulation II/4)**

UNIT OF COMPETENCY : **PARTICIPATE IN WORKPLACE COMMUNICATION**

MODULE TITLE : **PARTICIPATING IN WORKPLACE COMMUNICATION**

MODULE DESCRIPTION : This module covers the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements.

NOMINAL DURATION : 4 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the student trainees must be able to:

- LO1. Obtain and convey workplace information
- LO2. Participate in workplace meetings and discussions
- LO3. Complete relevant work related documents

LO1. OBTAIN AND CONVEY WORKPLACE INFORMATION**ASSESSMENT CRITERIA:**

1. Specific and relevant information is accessed from appropriate sources.
2. Effective questioning, active listening and speaking skills are used to gather and convey information.
3. Appropriate medium is used to transfer information and ideas.
4. Appropriate non-verbal communication is used
5. Appropriate lines of communication with supervisors and colleagues are identified and followed.
6. Defined workplace procedures for the location and storage of information are used.
7. Personal interaction is carried out clearly and concisely.

CONTENTS:

- Effective communication
- Different Modes of communication
- Written communication
- Organizational policies
- Communication procedures and systems
- Technology relevant to the enterprise and the individual's work responsibilities

CONDITIONS:

The following resources must be provided:

- Fax machine
- Telephone
- Writing Materials
- Internet facilities
- Manual filing system
- Computer-based filing system
- Electronic memos, instruction and forms
- Signals, signs and diagrams (sample)
- Circular (sample)
- Notices (sample)

METHODOLOGIES:

- Lecture
- Group discussion
- Interaction

ASSESSMENT METHODS:

- Direct observation
- Oral interview
- Written test

LO2. PARTICIPATE IN WORKPLACE MEETINGS AND DISCUSSIONS

ASSESSMENT CRITERIA:

1. Team meetings are attended on time.
2. Own opinions are clearly expressed and those of others are listened to without interruptions.
3. Meeting inputs are consistent with the meeting purpose and established protocols.
4. Workplace interactions are listened to without interruptions.
5. Questions about simple routine workplace procedures and matters concerning working conditions of employment are asked and responded to.
6. Meeting outcomes are interpreted and implemented.

CONTENTS:

- Following simple languages
- Organizational policies
- Communication procedures and systems
- Technology relevant to the enterprise and the individual's work responsibilities

CONDITIONS:

The following resources must be provided:

- Fax machine
- Telephone
- Writing Materials
- Internet facilities
- Manual filing system
- Computer-based filing system
- Electronic memos, instruction and forms
- Signals, signs and diagrams (sample)
- Circular (sample)
- Notices (sample)

METHODOLOGIES:

- Lecture
- Group discussion
- Interaction

ASSESSMENT METHODS:

- Direct observation
- Oral interview
- Written test

LO3. COMPLETE RELEVANT WORK RELATED DOCUMENTS

ASSESSMENT CRITERIA:

1. Ranges of forms relating to conditions of employment are completed accurately and legibly.
2. Workplace data is recorded on standard workplace forms and documents.
3. Errors on recording information on forms/documents are identified and properly acted upon.
4. Reporting requirements to supervisor are completed according to organizational guidelines.

CONTENTS:

- Participation in workplace meetings
- Completion of work related documents
- Recording routine workplace measures
- Provision of information in response to workplace requirements

CONDITIONS:

The following resources must be provided:

- Fax machine
- Telephone
- Writing Materials
- Internet facilities
- Manual filing system
- Computer-based filing system
- Electronic memos, instruction and forms
- Signals, signs and diagrams (sample)
- Circular (sample)
- Notices (sample)

METHODOLOGIES:

- Lecture
- Group discussion
- Interaction

ASSESSMENT METHODS:

- Direct observation
- Interview
- Oral questioning

UNIT OF COMPETENCY : **WORK IN A TEAM ENVIRONMENT**

MODULE TITLE : **WORKING IN A TEAM ENVIRONMENT**

MODULE DESCRIPTION : This module covers the knowledge, skills and attitudes required to identify role and responsibility as a member of a team.

NOMINAL DURATION : 5 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the student trainees must be able to:

LO1. Describe team role and scope

LO2. Identify own role and responsibility within team

LO3. Work as a team member

LO1. DESCRIBE TEAM ROLE AND SCOPE**ASSESSMENT CRITERIA:**

1. The role and objective of the team is identified from available resources of information.
2. Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources.

CONTENTS:

- The communication process
- Team structure
- Team roles
- Team culture
- Group planning and decision making

CONDITIONS:

The following resources must be provided:

- Standard operating and other workplace procedure (sample)
- Job procedures (sample)
- Machine/equipment with manufacturer's specifications and instructions
- Organizational and personnel chart
- Client/supplier instructions (sample)
- Quality standards system
- OHS and environmental standards
- Work procedures and practices
- Safety, environmental, housekeeping and quality guidelines

METHODOLOGIES:

- Lecture
- Group discussion
- Interaction

ASSESSMENT METHODS:

- Portfolio assessment
- Interview
- Simulation/role play
- Observation
- Third party report
- Written tests

LO2. IDENTIFY OWN ROLE AND RESPONSIBILITY WITHIN TEAM**ASSESSMENT CRITERIA:**

1. Individual role and responsibilities within the team environment are identified.
2. Roles and responsibility of other team members are identified and recognized.
3. Reporting relationships within and external to team are identified.

CONTENTS:

- The communication process
- Team structure
- Team roles
- Group planning and decision making

CONDITIONS:

The following resources must be provided:

- Standard operating and other workplace procedure (sample)
- Job procedures (sample)
- Machine/equipment with manufacturer's specifications and instructions
- Organizational and personnel chart
- Client/supplier instructions (sample)
- Quality standards system
- OHS and environmental standards
- Work procedures and practices
- Safety, environmental, housekeeping and quality guidelines

METHODOLOGIES:

- Lecture
- Group discussion
- Interaction

ASSESSMENT METHODS:

- Portfolio assessment
- Interview
- Simulation/role play
- Observation
- Third party report
- Written tests

LO3. WORK AS A TEAM MEMBER**ASSESSMENT CRITERIA:**

1. Effective and appropriate forms of communications used and interactions undertaken with team members who contributed to known team activities and objectives.
2. Effective and appropriate contributions made to complement team activities and objectives, based on individual skills and competencies and workplace context.
3. Observed protocols in reporting using standard operating procedures.
4. Contribute to the development of team work plans based on an understanding of team's role and objectives and individual competencies of the members.

CONTENTS:

- The communication process
- Team structure
- Team roles
- Group planning and decision making

CONDITIONS:

The following resources must be provided:

- Standard operating and other workplace procedure (sample)
- Job procedures (sample)
- Machine/equipment with manufacturer's specifications and instructions
- Organizational and personnel chart
- Client/supplier instructions (sample)
- Quality standards system
- OHS and environmental standards
- Work procedures and practices
- Safety, environmental, housekeeping and quality guidelines

METHODOLOGIES:

- Group discussion
- Interaction

ASSESSMENT METHODS:

- Portfolio assessment
- Interview
- Simulation/role play
- Observation
- Third party report
- Written tests

UNIT OF COMPETENCY : **PRACTICE CAREER PROFESSIONALISM**

MODULE TITLE : **PRACTICING CAREER PROFESSIONALISM**

MODULE DESCRIPTION : This module covers the knowledge, skills and attitudes required in promoting career growth and advancement.

NOMINAL DURATION : 4 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the student trainees must be able to:

- LO1. Integrate personal objectives with organizational goals
- LO2. Set and meet work priorities
- LO3. Maintain professional growth and development

LO1. INTEGRATE PERSONAL OBJECTIVES WITH ORGANIZATIONAL GOALS**ASSESSMENT CRITERIA:**

1. Professional growth and work plans are pursued towards improving the qualifications set for the profession.
2. Intra and interpersonal relationships are maintained in the course of managing oneself based on performance evaluation.
3. Commitment to the organization and its goal is demonstrated in the performance of duties.

CONTENTS:

- Work values and ethics (Code of Conduct, Code of Ethics)
- Company policies
- Company operations, procedures and standards
- Fundamental rights at work including gender sensitivity
- Personal Hygiene practices

CONDITIONS:

The following resources must be provided:

- Performance Appraisal system (sample)
- Psychological Profiles
- Aptitude Tests
- Computers - Hardware/software
- Recognitions certificates (samples)
- Licenses/certifications (samples)
- Conference room
- Chairs and tables
- Code of conduct (copy)
- Code of Ethics (copy)
- Company policies
- Fundamental rights of workers/gender sensitivity
- Simulation room

METHODOLOGIES:

- Lecture
- Group discussion
- Interaction

ASSESSMENT METHODS:

- Portfolio assessment
- Interview
- Simulation/role play
- Observation
- Third party report
- Written tests

LO2. SET AND MEET WORK PRIORITIES

ASSESSMENT CRITERIA:

1. Competing demands and prioritized to achieve personal, team and organizational goals and objectives.
2. Resources are utilized efficiently and effectively to manage work priorities and commitments.
3. Practice along economic use and maintenance of equipment and facilities are allowed as per established procedures.

CONTENTS:

- Work values and ethics (Code of Conduct, Code of Ethics)
- Company policies
- Company operations, procedures and standards
- Fundamental rights at work including gender sensitivity
- Meeting the deadlines
- Time management

CONDITIONS: The following resources must be provided:

- Performance Appraisal system (sample)
- Psychological Profiles
- Aptitude Tests
- Computers - Hardware/ software
- Recognitions certificates (samples)
- Licenses/certifications (samples)
- Conference room
- Chairs and tables
- Code of conduct (copy)
- Code of Ethics (copy)
- Company policies
- Fundamental rights of workers/gender sensitivity
- Simulation room

METHODOLOGIES:

- Lecture
- Group discussion
- Interaction

ASSESSMENT METHODS:

- Portfolio assessment
- Interview
- Simulation/role play
- Observation
- Third party report
- Written tests

LO3. MAINTAIN PROFESSIONAL GROWTH AND DEVELOPMENT

ASSESSMENT CRITERIA:

1. Trainings and career opportunities are identified and availed of based on the job requirements.
2. Recognition are sought/received and demonstrated as proof of career development.
3. Licenses/certifications relevant to job and career are obtained.

CONTENTS:

- Performance Appraisal System
- Personal and professional profile
- Work values and ethics (Code of Conduct, Code of Ethics)
- Company policies and procedures
- Fundamental rights at work including gender sensitivity
- Licenses, awards and recognition

CONDITIONS:

The following resources must be provided:

- Performance Appraisal system (sample)
- Psychological Profiles
- Aptitude Tests
- Computers – Hardware / software
- Recognitions certificates (samples)
- Licenses/certifications (samples)
- Conference room
- Chairs and tables
- Code of conduct (copy)
- Code of Ethics (copy)
- Company policies
- Fundamental rights of workers/gender sensitivity
- Simulation room

METHODOLOGIES:

- Group discussion
- Interaction

ASSESSMENT METHODS:

- Portfolio assessment
- Interview
- Simulation/role play
- Observation
- Third party report
- Written tests

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- UNIT OF COMPETENCY : **PRACTICE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES**
- MODULE TITLE : **PRACTICING OCCUPATIONAL HEALTH AND SAFETY PROCEDURES**
- MODULE DESCRIPTION : This module covers the knowledge, skills and attitudes required to comply with regulatory and organizational requirements for health and safety.
- NOMINAL DURATION : 5 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the student trainees must be able to:

- LO1. Identify hazards and risks
- LO2. Evaluate hazards and risks
- LO3. Control hazards and risks
- LO4. Maintain occupational health and safety (OHS) awareness

LO1. IDENTIFY HAZARDS AND RISKS

ASSESSMENT CRITERIA:

1. Safety regulations and workplace safety and hazard control practices and procedures are classified and explained based on organization procedures.
2. Hazards/risks in the workplace and their corresponding indicators are identified to minimize or eliminate risk to co-workers, workplace and environment in accordance with organization procedures.
3. Contingency measures during workplace accidents, fires and other emergencies are recognized and established in accordance with organization procedures.

CONTENTS:

- Occupational Health and Safety (OHS) procedures and policies and regulations
- Personal Protective Equipment (PPE) types and uses
- Personal hygiene practices
- Hazard risks identification and control
- Threshold Limit Value (TLV)
- Organization safety and health protocol
- Safety and health consciousness

CONDITIONS: The following resources must be provided:

- Clean air act (copy)
- Building code
- National electrical and fire safety codes
- Waste management statutes and rules
- Philippine occupational safety and health standards
- Dept. of Labor & Employment (DOLE) regulations on safety legal requirements
- Employees Compensation Commission (ECC) regulations
- Physical hazards
- Biological hazards
- Ergonomics
- Contingency measures – evacuation, isolation, decontamination facilities
- Personal Protective Equipment – mask, gloves, goggles, hair net/cap/bonnet, face mask, shield, apron, gown, coverall, suit, anti-static suit
- Medical health records
- Incident reports/accident reports
- OHS training related completed

METHODOLOGIES:

- Lecture
- Group discussion
- Interaction

ASSESSMENT METHODS:

- Portfolio assessment
- Interview
- Simulation/role play
- Observation
- Third party report
- Written tests

LO2. EVALUATE HAZARDS AND RISKS

ASSESSMENT CRITERIA:

1. Terms of maximum tolerance limits which when exceeded will result in harm or damage are identified based on threshold limit values.
2. Effects of hazards are determined.
3. OHS issues and/or concerns and identified safety hazards are reported to designated personnel in accordance with workforce requirements and relevant workplace OHS legislation.

CONTENTS:

- OHS procedures and policies and regulations
- PPE types and uses
- Hazard risks identification and control
- Threshold Limit Value
- Organization safety and health protocol
- Safety and health consciousness

CONDITIONS: The following resources must be provided:

- Clean air act (copy)
- Building code
- National electrical and fire safety codes
- Waste management statutes and rules
- Philippine occupational safety and health standards
- DOLE regulations on safety legal requirements
- ECC regulations
- Physical hazards
- Biological hazards
- Ergonomics
- Contingency measures – evacuation, isolation, decontamination facilities
- Personal Protective Equipment – mask, gloves, goggles, hair net/cap/bonnet, face mask, shield, apron, gown, coverall, suit, anti-static suit
- Medical health records
- Incident reports/accident reports
- OHS training related completed

METHODOLOGIES:

- Lecture
- Group discussion
- Interaction

ASSESSMENT METHODS:

- Portfolio assessment
- Interview
- Simulation/role play
- Observation
- Third party report
- Written tests

LO3. CONTROL HAZARDS AND RISKS

ASSESSMENT CRITERIA:

1. Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace are consistently followed.
2. Procedures for dealing with workplace accidents, fire and emergencies are followed in accordance with organization OHS policies.
3. Personal protective equipment (PPE) is correctly used in accordance with organization OHS procedures and practices.
4. Appropriate assistance is provided in the event of a workplace emergency in accordance with established organization protocols.

CONTENTS:

- OHS procedures and policies and regulations
- PPE types and uses
- Hazard risks identification and control
- Threshold Limit Value
- Organization safety and health protocol
- Safety and health consciousness

CONDITIONS: The following resources must be provided:

- Clean air act (copy)
- Building code
- National electrical and fire safety codes
- Waste management statutes and rules
- Philippine occupational safety and health standards
- DOLE regulations on safety legal requirements
- ECC regulations
- Physical hazards
- Biological hazards
- Ergonomics
- Contingency measures – evacuation, isolation, decontamination facilities
- Personal Protective Equipment – mask, gloves, goggles, hair net/cap/bonnet, face mask, shield, apron, gown, coverall, suit, anti-static suit
- Medical health records
- Incident reports/accident reports
- OHS training related completed

METHODOLOGIES:

- Lecture
- Group discussion
- Interaction

ASSESSMENT METHODS:

- Portfolio assessment
- Interview
- Simulation/role play
- Observation
- Third party report
- Written tests

LO4. MAINTAIN OCCUPATIONAL HEALTH AND SAFETY (OHS) AWARENESS**ASSESSMENT CRITERIA:**

1. Emergency related drills and training are participated in as per established organization guidelines and procedures.
2. OHS personal records are completed and updated in accordance with workplace requirements.

CONTENTS:

- OHS procedures and policies and regulations
- PPE types and uses
- Hazard risks identification and control
- Threshold Limit Value
- Organization safety and health protocol
- Safety and health consciousness

CONDITIONS: The following resources must be provided:

- Clean air act (copy)
- Building code
- National electrical and fire safety codes
- Waste management statutes and rules
- Philippine occupational safety and health standards
- DOLE regulations on safety legal requirements
- ECC regulations
- Physical hazards
- Biological hazards
- Ergonomics
- Contingency measures – evacuation, isolation, decontamination facilities
- Personal Protective Equipment – mask, gloves, goggles, hair net/cap/bonnet, face mask, shield, apron, gown, coverall, suit, anti-static suit
- Medical health records
- Incident reports/accident reports
- OHS training related completed

METHODOLOGIES:

- Lecture
- Group discussion
- Interaction

ASSESSMENT METHODS:

- Portfolio assessment
- Interview
- Simulation/role play
- Observation
- Third party report
- Written tests

MODULES OF INSTRUCTION

COMMON COMPETENCIES

**Ratings Forming Part of Navigational Watch NC II
(STCW Regulation II/4)**

- UNIT OF COMPETENCY : **SURVIVE AT SEA IN THE EVENT OF SHIP ABANDONMENT**
- MODULE TITLE : **SURVIVING AT SEA IN THE EVENT OF SHIP ABANDONMENT**
- MODULE DESCRIPTOR : This module identifies the competence required to launch and operate survival craft and life boats on a vessel under the direction of Officer of the Watch in compliance with the Philippines and International regulations and guidelines.
- NOMINAL DURATION : 4 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the student trainees must be able to:

- LO1: Respond to the indicated emergency
- LO2: Board a survival craft

LO1. RESPOND TO THE INDICATED EMERGENCY**ASSESSMENT CRITERIA:**

1. Muster signal is identified and appropriate action to respond to the identified emergency is taken based on established procedures.
2. Timing and sequence of individual actions are practiced based on prevailing circumstances and conditions and potential dangers and threats to survival are minimized.
3. Life-saving appliances are used in accordance with standards operating procedures.
4. Recommended swimming techniques are practiced with or without wearing a lifejacket.

CONTENTS:

- Identification of Muster Signal
- Identified Emergency on board the ship
- Practicing individual action in terms of timing and sequence on prevailing circumstances and conditions
- Identifying dangers and threats to survival
- Different life saving appliances its type and location
- Recommended swimming techniques

CONDITIONS: The following resources must be provided:

- Survival craft (free fall lifeboat, devit launched lifeboats, liferafts)
- Lifejackets
- Lifebuoys
- Hard hats
- Immersion suits and other thermal protective aids
- Rocket line throwing appliances
- Pyrotechnic distress signals
- GMDSS survival craft VHF radios
- EPIRBs
- SARTs
- Whistles

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Portfolio

LO2. BOARD A SURVIVAL CRAFT**ASSESSMENT CRITERIA:**

1. Boarding on survival craft is performed and dangers to other survivors are avoided based on recommended method.
2. Initial actions after leaving the ship are taken to minimize threats to survivors.
3. Survival craft devices are operated based on established procedures and manufacturer's instruction.

CONTENTS:

- Types of Survival Craft and its operation
- Dangers and threats to survivors
- Methods of boarding survival craft
- Operating survival craft devices
- Avoiding dangers to other survivors while on survival craft
- Identification of Initial actions after leaving the ship
- Different survival craft equipment and its location
- Survival craft equipment and how to operate them

CONDITIONS: The following resources must be provided:

- Survival craft (free fall lifeboat, devit launched lifeboats, liferafts)
- Lifejackets
- Lifebuoys
- Hard hats
- Immersion suits and other thermal protective aids
- Whistles
- Rocket line throwing appliances
- Pyrotechnic distress signals
- GMDSS survival craft VHF radios
- Navigational map
- Compass
- EPIRBs
- SARTs

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Portfolio

- UNIT OF COMPETENCY : **MINIMIZE THE RISK OF FIRE AND MAINTAIN A STATE OF READINESS TO RESPOND TO EMERGENCY SITUATIONS INVOLVING FIRE**
- MODULE TITLE : **MINIMIZING THE RISK OF FIRE AND MAINTAINING A STATE OF READINESS TO RESPOND TO EMERGENCY SITUATIONS INVOLVING FIRE**
- MODULE DESCRIPTOR : This module identifies the competence required to prevent and fight fires on board a vessel, including firefighting activities.
- NOMINAL DURATION : 8 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the student trainees must be able to:

- LO1. Carry out fire minimization procedures
- LO2: Respond to emergencies involving fire

LO1. CARRY OUT FIRE MINIMIZATION PROCEDURES

ASSESSMENT CRITERIA:

1. Fire hazards on board vessel are identified and action is taken to eliminate or minimize them.
2. Responsibilities for checking fire prevention equipment and systems are fulfilled and appropriate action is taken to ensure that they are operational.
3. An awareness and understanding of the causes of fire and its minimization is maintained through participation in fire drills and related instructional programs.
4. A state of readiness to respond to fire emergencies is maintained at all times.

CONTENTS:

- Identification of fire hazard on board the vessel
- Different fire prevention equipment and its operations
- Fire and its minimization
- Exploring fire emergencies on board vessel
- Relevant regulations, code of practice, policies and procedures related to the maintenance of fire detection, fire fighting, life saving and safety equipment and system

CONDITIONS: The following resources must be provided:

- Solid Materials (wood, textiles, curtains, furniture, plastics)
- Liquid Materials (Paints, Oils, Lubricants, waxes, alcohol)
- Domestic Main gases (acetylene, LPG, butane or propane)
- Portable Fire Extinguishers (foam, water, CO₂, dry chemical)
- Fire blankets
- CO₂ fixed system
- Foam installation including semi-portable and fixed system
- Sprinkler system
- Fire pumps (main and emergency fire pump)
- Fire hoses
- Hydrants
- Branches and international shore connection

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Portfolio

LO2. RESPOND TO EMERGENCIES INVOLVING FIRE

ASSESSMENT CRITERIA:

1. Emergency situations involving fire are correctly identified in accordance with established nautical practice.
2. Type of fire is identified in accordance with the established classification system for fires.
3. Initial action on becoming aware of fire emergency is in conformity with established practices and procedures.
4. Action taken is timely and appropriate for seriousness of the fire emergency.
5. Action taken on identifying muster signals for a fire emergency is appropriate and complies with established procedures.
6. Appropriate precautions and procedures are implemented when responding to electrical fires.
7. Appropriate precautions and procedures are implemented when responding to uptake and hydrogen fires.
8. Communications are clear and concise at all times and orders are acknowledged in a timely and seamanlike manner.

CONTENTS:

- Types of Flammable materials and fire hazards
- Identifying emergency situations involving fire
- Types of fire, chemistry of fire their characteristics and equipment needed for their extinguishment
- Identified action undertaken during fire emergencies
- Appropriate actions and precautions while responding to different type of fire
- Application of effective communication in case of fire

CONDITIONS: The following resources must be provided:

- Solid Materials (wood, textiles, curtains, furniture, plastics)
- Liquid Materials (Patrols, Oils, Lubricants, paints, waxes, alcohol)
- Domestic Main gases (acetylene, LPG, butane or propane)
- Portable Fire Extinguishers (foam, water, CO₂, dry chemical)
- Fire blankets
- CO₂ fixed system
- Foam installation including semi-portable and fixed system
- Sprinkler system
- Fire pumps (main and emergency fire pump)
- Fire hoses
- Hydrants
- Branches and international shore connection

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration

ASSESSMENT METHODS:

- Demonstration and questioning of related underpinning knowledge
- Written examination
- Portfolio

UNIT OF COMPETENCY : **FIGHT AND EXTINGUISH FIRES**

MODULE TITLE : **FIGHTING AND EXTINGUISHING FIRES**

MODULE DESCRIPTOR : This module covers the knowledge, skills and attitudes in fighting and extinguishing fires.

NOMINAL DURATION : 8 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the student trainees must be able to:

LO1. Operate portable fire fighting equipment

LO2. Carry out fire fighting operations

LO1. OPERATE PORTABLE FIRE FIGHTING EQUIPMENT**ASSESSMENT CRITERIA:**

1. Types of fires are correctly identified in accordance with accepted fire-fighting practice.
2. Correct portable fire-fighting equipment is selected and used to fight specific classes of fires.
3. Class F fires are correctly extinguished with a fire blanket in accordance with accepted fire-fighting practice.
4. Correct techniques are applied for the use of hose lines to extinguish fires on board a vessel.
5. Where applicable, correct techniques are applied for the setting up of foam making equipment to extinguish B Class fires on board a vessel.

CONTENTS:

- Identification and standards types and classification of fire
- Different fire fighting practices
- OSHA guidelines regarding fire fighting
- Correct techniques in extinguishing fires on board a vessel
- Different portable firefighting equipment
- Fire pumps, fire hoses and fire sprinkler system

CONDITIONS: The following resources must be provided:

- Solid Materials (wood, textiles, curtains, furniture, plastics)
- Liquid Materials (Paints, Oils, Lubricants, waxes, alcohol)
- Domestic Main gases (acetylene, LPG, butane or propane)
- Portable Fire Extinguishers (foam, water, CO₂, dry chemical)
- OSHA guidelines regarding fire fighting
- Fire blankets
- CO₂ fixed system
- Foam installation including semi-portable and fixed system
- Sprinkler system
- Fire pumps (main and emergency fire pump)
- Fire hoses
- Hydrants
- Branches and international shore connection

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Practical performance
- Portfolio

LO2. CARRY OUT FIRE FIGHTING OPERATIONS

ASSESSMENT CRITERIA:

1. Fire is extinguished using appropriate procedures, techniques, equipment and fire-fighting agents.
2. Correct portable fire-extinguisher(s) are selected and used for the class of fire involved in a fire emergency.
3. Appropriate safety clothing, appliances and equipment is used and safety precautions and procedures are applied when fighting fires in accordance with regulatory requirements, vessel's procedures and established fire-fighting practice.
4. The timing and sequence of individual actions when fighting fires onboard a vessel are appropriate to the prevailing circumstances and conditions.
5. Search and rescue operations in a smoke filled environment are correctly conducted as a member of a fire-fighting team in accordance with accepted fire-fighting practice.
6. Interior fires are extinguished using appropriate fire-fighting equipment and procedures as a member of a fire-fighting team in accordance with accepted fire-fighting practice.
7. Lifeline signals are correctly used during interior fire-fighting operations.

CONTENTS:

- Appropriate firefighting procedures and techniques
- Different portable fire fighting equipment
- OSHA guidelines regarding fire fighting
- Appropriate fire safety clothing, appliances and equipment on board vessels
- Search and rescue operation in a smoke filled environment
- Different lifeline signals during fire fighting

CONDITIONS: The following resources must be provided:

- Portable Fire Extinguishers (foam, water, CO2, dry chemical)
- Fire blankets
- CO2 fixed system
- OSHA guidelines regarding fire fighting
- Foam installation including semi-portable and fixed system
- Sprinkler system
- Fire pumps (main and emergency fire pump)
- Fire hoses
- Fire Hydrants

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Practical performance
- Portfolio

Unit of Competency : **TAKE IMMEDIATE ACTION UPON ENCOUNTERING AN ACCIDENT OR OTHER MEDICAL EMERGENCY**

Module Title : **TAKING IMMEDIATE ACTION UPON ENCOUNTERING AN ACCIDENT OR OTHER MEDICAL EMERGENCY**

MODULE DESCRIPTION : This module identifies the competence required in taking immediate action upon encountering an accident or other medical emergency.

NOMINAL DURATION : 24 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the student trainees must be able to:

- LO1. Determine the need of casualty
- LO2. Administer first-aid to the victim

LO1. DETERMINE THE NEEDS OF CASUALTY**ASSESSMENT CRITERIA:**

1. Patient condition is determined in accordance with established first aid procedures and the nature of injury or illness is established.
2. Probable cause, nature and extent of injuries is identified and appropriate action is taken to prevent further harm to the victim and to self.
3. The position of the patient is adjusted to optimize personal comfort for the medical condition or injury concerned.
4. Where there are doubts over the seriousness of the injury or illness and how to treat the patient, assistance is sought from senior officers or shore-based medical advisers.

CONTENTS:

- Nature of Injury and Types of Illness
- Identification of probable cause, nature and extent of injuries
- Ergonomics and positions of patient for comfort for the medical condition
- Assistance sought from Shore Based Medical Adviser

CONDITIONS: The following resources must be provided:

- Vessel's medicine cabinet
- First aid boxes
- Emergency first aid carry bags
- Roller bondages
- Triangular bondages
- Face masks
- Cleaning swabs
- Cleaning materials
- Medicines

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Practical performance

LO2. ADMINISTER FIRST AID TO THE VICTIM

ASSESSMENT CRITERIA:

1. Appropriate first aid procedures are used to treat the identified injury or illness in accordance with the first-aider's limits of responsibility.
2. Aseptic techniques are applied during any wound dressing.
3. Hygiene measures are used that are appropriate for the degree of illness or injury.
4. Cardio-pulmonary resuscitation techniques are correctly applied where required.
5. Condition of the patient is regularly monitored both visually and through appropriate measures of bodily signs.
6. Health precautions and disease prevention measures are implemented in accordance with regulatory requirements and company procedures.
7. Appropriate action is taken if there are signs of a deterioration in the condition of the patient.
8. Where necessary, assistance is provided in the preparation and transporting of the victim.

CONTENTS:

- Appropriate first aid procedures
- Techniques for care of wounds
- Types of injuries
- Identified hygiene measures for the degree of illness and injury in the condition of patient
- Signs of deterioration
- Ways of transporting patient
- Correct methods of Expired Air Resuscitation (EAR), External Cardiac Compression (ECC) and Cardio Pulmonary Resuscitation (CPR)

CONDITIONS: The following resources must be provided:

- Vessel's medicine cabinet
- First aid boxes
- Emergency first aid carry bags
- Roller bandages
- Triangular bandages
- Face masks
- Cleaning swabs
- Cleaning materials
- Medicines

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Practical performance

UNIT OF COMPETENCY : **COMPLY WITH EMERGENCY PROCEDURES**

MODULE TITLE : **COMPLYING WITH EMERGENCY PROCEDURES**

MODULE DESCRIPTOR : This module involves the knowledge, skills and attitudes to take appropriate initial action on becoming aware of an emergency on board vessel and to follow established emergency response procedures.

NOMINAL DURATION : 4 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the student trainees must be able to:

LO1: Take action on becoming aware of an emergency

LO2. Follow established emergency procedures

LO3. Follow procedures for the use of various life saving appliances

LO1. TAKE ACTION ON BECOMING AWARE OF AN EMERGENCY**ASSESSMENT CRITERIA:**

1. Emergency situations are recognized and identified.
2. Emergency situations are responded following established vessel's emergency response procedures.
3. Correct action is taken upon discovery of an actual or potential emergency in accordance with established vessel procedures.
4. Information on raising alarm is given as per established vessel's emergency response procedures.

CONTENTS:

- Identification and recognition of emergency situation
- Knowledge of relevant maritime regulations particular in times of emergency
- Navigational emergencies for vessels and appropriate action and solutions
- Indications of various types of emergency situations and the action to be followed when various types of actual or potential emergency situations are identified
- Emergency alarm signals and systems in use of vessels and procedures to be followed when an emergency alarm is raised

CONDITIONS: The following resources must be provided:

- IMO STCW Codes and Convention
- Relevant domestic and international OH&S legislation (Manual)
- Survival equipment
- Life jackets
- Exposure and immersion suits
- Survival crafts
- Contingency plans (samples)

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Practical performance

LO2. FOLLOW ESTABLISHED EMERGENCY PROCEDURES

ASSESSMENT CRITERIA:

1. Vessel's contingency plans for emergency response are known and are implemented in real and simulated emergency situations.
2. Escape routes, internal and external communications and alarm systems are used in real and simulated emergency situations in accordance with regulatory requirements and established procedures.
3. Emergency communications and alarm signals and systems are recognized and required actions are applied in accordance with emergency procedures and regulatory requirements.
4. Planned damage control procedures for dealing with damage to the vessel and its hull are implemented in accordance with company procedures and regulatory requirements.

CONTENTS:

- Escape routes and internal and external communications systems and alarm on board a vessel
- General principles of damage and control and the manner in which watertight integrity of hull is maintained on a vessel, including the importance of preparation, control and repair
- Ways of controlling damage during a flooding emergency, including the use of various shipboard items that can be used for damage control purposes such as mattresses, canvass and clothing
- Maritime communication techniques used during navigational emergencies

CONDITIONS: The following resources must be provided:

- IMO STCW Codes and Convention
- Relevant domestic and international OH&S legislation (Manual)
- Survival equipment
- Life jackets
- Exposure and immersion suits
- Survival crafts
- Contingency plans (samples)

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Practical performance

LO3. FOLLOW PROCEDURES FOR THE USE OF VARIOUS LIFE SAVING EQUIPMENT

ASSESSMENT CRITERIA:

1. Participation in life saving drills confirms readiness to carry out life saving procedures and the use of life saving equipment.
2. Survival equipment are used in the event of emergencies.
3. Procedures for the use of various shipboard life saving appliances are followed in accordance with regulatory requirements, manufacturer's instruction and company procedures.

CONTENTS:

- Taking initial action during real and simulated emergency situation
- Identification of life saving equipment
- Implementing emergency during a real and simulated emergency situations
- Identifying and evaluating problems that may occur during a shipboard emergency and determining appropriate courses of action
- Applying safety and life saving precautions and procedures during emergency situations during on board a vessel
- Participating in drills aimed at preparing shipboard personnel to implement

CONDITIONS: The following resources must be provided:

- IMO STCW Codes and Convention
- Relevant domestic and international OH&S legislation (Manual)
- Survival equipment
- Life jackets
- Exposure and immersion suits
- Survival crafts
- Contingency plans (samples)

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Practical performance

UNIT OF COMPETENCY : **TAKE PRECAUTIONS TO PREVENT POLLUTION OF THE MARINE ENVIRONMENT**

MODULE TITLE : **TAKING PRECAUTIONS TO PREVENT POLLUTION OF THE MARINE ENVIRONMENT**

MODULE DESCRIPTION : This module identifies the competence required to prevent pollution of the marine environment. It involves the development of awareness to preserve and protect marine environment.

NOMINAL DURATION : 4 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the student trainees must be able to:

- LO1. Practice compliance with legislative requirements for protection of the marine environment
- LO2. Practice anti-pollution procedures

LO1. PRACTICE COMPLIANCE WITH LEGISLATIVE REQUIREMENTS FOR PROTECTION OF THE MARINE ENVIRONMENT

ASSESSMENT CRITERIA:

1. Relevant regulations and procedures for the protection of the marine environment are identified.
2. Appropriate action is taken in day-to-day work to ensure compliance with relevant regulations and procedures for the protection of the marine environment as required.
3. Appropriate action is taken where incidences of non-compliance or potential non-compliance are identified in accordance with regulations and procedures.
4. Any breach of regulations and procedures concerning protection of the marine environment is reported as required within the limits of the crew's responsibility.

CONTENTS:

- Observing marine environment protection checklist
- Knowledge of the different procedures for the protection of the marine environment
- Safety, environmental and hazard control precautions and procedures relevant to MARPOL regulations
- Checking of equipment in compliance with anti-pollution procedures

CONDITIONS: The following resources must be provided:

- Incineration option for shipboard generated garbage
- All kinds of victual, domestic and operational wastes excluding fresh fish and parts thereof
- Guidelines to include Garbage for which there is a total prohibition on discharge into the sea
- All plastic including but not limited to synthetic ropes, synthetic fishing nets, garbage plastic bags
- Reporting system (sample contents)

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Practical performance

LO2. PRACTICE ANTI-POLLUTION PROCEDURES

ASSESSMENT CRITERIA:

1. Anti-pollution procedures applicable to vessel operations are followed in accordance with regulations and procedures.
2. Appropriate preventive measures are undertaken to prevent pollution of the marine environment in accordance with regulations and procedures.
3. Inputs are provided in the preparation of reports and other documentation related to the protection of marine environment in accordance with regulations and procedures.

CONTENTS:

- Practice Anti-Pollution Procedures
- Identification of preventive measure to prevent pollution for marine environment
- Different regulations applicable to environmental and hazard control precautions and procedures relevant to MARPOL , IMO STCW regulations

CONDITIONS: The following resources must be provided:

- Incineration option for shipboard generated garbage
- All kinds of victual, domestic and operational wastes excluding fresh fish and parts thereof
- Guidelines to include Garbage for which there is a total prohibition on discharge into the sea
- All plastic including but not limited to synthetic ropes, synthetic fishing nets, garbage plastic bags
- Reporting system (sample contents)

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Practical performance

UNIT OF COMPETENCY : **OBSERVE SAFE WORKING PRACTICES**

MODULE TITLE : **OBSERVING SAFE WORKING PRACTICES**

MODULE DESCRIPTION : This module deals with the knowledge and skills required to follow and apply established maritime safe working practices and procedures and hazard control strategies.

NOMINAL DURATION : 4 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the student trainees must be able to:

- LO1. Identify and follow workplace procedures for hazard identification and risk control
- LO2. Contribute to arrangements for the management of occupational health and safety
- LO3. Understand and take necessary actions to control fatigue
- LO4. Complete occupational health and safety records

LO1. IDENTIFY AND FOLLOW WORKPLACE PROCEDURES FOR HAZARD IDENTIFICATION AND RISK CONTROL

ASSESSMENT CRITERIA:

1. Occupational Health and Safety regulations for controlling risks onboard a vessel are followed.
2. Workplace instruction and procedures dealing with shipboard accidents, fire and emergencies are known and followed.
3. Hazards in the workplace are identified and reported to appropriate personnel in accordance with established shipboard safety practices and procedures.
4. Safety procedures and precautions for entry into a pump room, fuel tanks or other confined spaces on a vessel are followed.
5. Personal protection clothing and equipment is used in accordance with established shipboard safety practices and procedures.
6. Appropriate assistance is provided in the event of a shipboard emergency to secure the vessel and its machinery and equipment and to maintain the safety of the vessel and persons involved.
7. Established emergency and contingency plans are followed in the event of a shipboard emergency.

CONTENTS:

- Different Safety Regulations and Vessels Safety and Hazard Control Practices
- Identification of Hazards in the Workplace
- Workplace procedures dealing with shipboard accidents
- Relevant precautionary measures necessary for entry into pump room, fuel tanks, and other confined spaces
- PPE's in the workplace
- Identification of appropriate assistance provided in the event of shipboard emergencies

CONDITIONS: The following resources must be provided:

- Workplace evacuation plan
- Personal protective equipment (PPE)
- Learning guides
- Hand-outs
 - Organizational safety and health protocol
 - OHS indicators
 - Hazards/risk identification and control guidelines
- CD's, DVD's, Computer Presentations

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Practical performance

LO2. CONTRIBUTE TO ARRANGEMENTS FOR THE MANAGEMENT OF OCCUPATIONAL HEALTH AND SAFETY

ASSESSMENT CRITERIA:

1. Occupational Health and Safety issues are raised with designated personnel in accordance with meeting procedures.
2. Contributions to occupational health and safety management are made in accordance with workplace procedures.

CONTENTS:

- Identification of different OH&S Regulations and Vessels Safety and Hazard Control Practices
- Legal bases and legislation pertaining OH&S management
- Identification of participative arrangements for OH&S
- OH&S acts regulations and code of practice

CONDITIONS: The following resources must be provided:

- Workplace evacuation plan
- Personal protective equipment (PPE)
- Learning guides
- Hand-outs
 - Organizational safety and health protocol
 - OHS indicators
 - Hazards/risk identification and control guidelines
- CD's, DVD's, Computer Presentations

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Practical performance

LO3. TAKE NECESSARY ACTIONS TO CONTROL FATIGUE**ASSESSMENT CRITERIA:**

1. Fatigue symptoms are recognized and identified.
2. Fatigue management practices are observed at all times.
3. Reports related to incidence of fatigue are communicated to appropriate authority in accordance with established company procedures.

CONTENTS:

- Identification and recognition of Fatigue symptoms
- Different corrective action and control pertaining fatigue
- Fatigue management
- Preparation of reports related to incidence of fatigue

CONDITIONS: The following resources must be provided:

- Workplace OHS procedures and procedures
- Learning modules on Fatigue Controls
- Hand-outs
 - Organizational safety and health protocol
 - OHS indicators
 - Hazards/risk identification and control guidelines
- CD's, DVD's, Computer Presentations

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Practical performance

LO4. COMPLETE OCCUPATIONAL HEALTH AND SAFETY RECORDS**ASSESSMENT CRITERIA:**

1. Occupational health and safety records for self are completed in accordance with workplace requirements
2. Legal requirements for the maintenance of records of occupational injury and diseases are followed

CONTENTS:

- Operational Occupational health and safety records for personnel on board
- Legal requirements and legislation for maintenance of OH&S records
- ISM Code Safety Management System Procedures

CONDITIONS: The students/trainees must be provided with the following

- Workplace OHS procedures and procedures
- Learning modules on OH&S
- Hand-outs
 - Organizational safety and health protocol
 - OHS indicators
 - Hazards/risk identification and control guidelines
- CD's, DVD's, Computer Presentations

METHODOLOGIES:

- Interactive lecture
- Simulation
- Symposium
- Film viewing
- Group dynamics

ASSESSMENT METHODS:

- Demonstration
- Interview
- Written examination
- Portfolio assessment

UNIT OF COMPETENCY : **DEMONSTRATE SECURITY AWARENESS PRACTICES**

MODULE TITLE : **DEMONSTRATING SECURITY AWARENESS PRACTICES**

MODULE DESCRIPTION : This module covers the knowledge, skills and attitudes in demonstrating security awareness practices.

NOMINAL DURATION : 4 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the student trainees must be able to:

- LO1. Contribute to the enhancement of maritime security through heightened awareness
- LO2. Recognize security threats
- LO3 Maintaining security awareness and vigilance

LO1. CONTRIBUTE TO THE ENHANCEMENT OF MARITIME SECURITY THROUGH HEIGHTENED AWARENESS

ASSESSMENT CRITERIA:

1. Requirements relating to enhanced maritime security are identified.
2. All critical factors relevant to the security and safety of a maritime workplace are monitored continuously during work operations.
3. Relevant information concerning the security and safety of a maritime workplace is recognized and interpreted and timely action is taken in accordance with workplace procedures.
4. Changes to work environment and related risks are monitored and managed to ensure a safe outcome to workplace operations.
5. A security-related contingency plan of action is studied and interpreted and where necessary appropriate action is taken.
6. Reports on matters related to vessel security are prepared and submitted to designated personnel in accordance with the ship security plan and company and maritime regulatory requirements.

CONTENTS:

- Requirements relating to maritime security
- Critical factors affecting maritime security
- Safety in the maritime workplace
- Changes in work environment
- Monitoring risk to ensure safe outcomes in the workplace
- Maritime contingency plan
- Report generations procedures according to ship security plan

CONDITIONS: The following resources must be provided:

- Computer with printer
- Paper and pens
- LCD projector
- Learning guides
- Hand-outs
 - Maritime security procedures/manuals
- CD's, DVD's, maritime workplace security

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Practical performance

LO2. RECOGNIZE SECURITY THREATS

ASSESSMENT CRITERIA:

1. Factors that may adversely affect the security and safety of a maritime workplace are identified.
2. Risks to vessel or port security and safety are recognized and reported to relevant security personnel and appropriate action is taken to control the risk in accordance with workplace procedures and security requirements.
3. Persons posing potential security risks are recognized and reported to relevant security personnel and appropriate action is taken to control the risk in accordance with workplace procedures and security requirements.
4. All relevant indications of a security situation are recognized and alerted relevant personnel in accordance with workplace procedures and regulatory requirements.

CONTENTS:

- Identifying factors affecting security and safety in maritime workplace
- Recognition of risks to vessel
- Person posing potential security risks
- Identification of relevant security personnel on a ship vessel
- Relevant security personnel
- Potential security risks and its control
- Relevant security situation according to workplace procedures and regulatory requirements

CONDITIONS: The following resources must be provided:

- Computer with printer
- Paper and pens
- LCD projector
- Learning guides
- Hand-outs
 - Maritime security procedures/manuals
- CD's, DVD's, maritime workplace security situations

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Practical performance

LO3. MAINTAINING SECURITY AWARENESS AND VIGILANCE

ASSESSMENT CRITERIA:

1. Security instruction programs are participated in as per company and regulatory requirements.
2. Requirements and processes for security awareness and vigilance are identified.
3. Security and emergency drills are participated in accordance with the ship security plan and company and maritime regulatory requirements.
4. Inputs to improve/enhance security training programs and drills are provided, where necessary.

CONTENTS:

- Security instruction program
- Requirements and processes for security awareness
- Types of Security emergency drill
- Security plans and maritime regulatory requirements
- Inputs to enhanced security training program

CONDITIONS: The following resources must be provided:

- Computer with printer
- Paper and pens
- LCD projector
- Learning guides
- Hand-outs
 - Security Awareness and Vigilance Programs/Manual
- CD's, DVD's, maritime workplace security situations

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination
- Practical performance

MODULES OF INSTRUCTION

CORE COMPETENCIES

**Ratings Forming Part of Navigational Watch NC II
(STCW Regulation II/4)**

UNIT OF COMPETENCY : **STEER THE SHIP AND ALSO COMPLY WITH HELM ORDERS**

MODULE TITLE : **STEERING THE SHIP AND COMPLYING WITH HELM ORDERS**

MODULE DESCRIPTOR : This module covers the knowledge, skills and attitude required in steering the ship and complies with helm orders in the English language.

NOMINAL DURATION : 7 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the student trainees must be able to:

LO1. Respond to helm orders

LO2. Steer the ship using magnetic and gyro compass

LO1. RESPOND TO HELM ORDERS**ASSESSMENT CRITERIA:**

1. The directions of the Officer of the Watch and helm orders are correctly understood acknowledged and promptly acted upon.
2. Confirmation or clarification of directions and helm orders is sought where they are not clearly understood.

CONTENTS:

- Type of helm orders and steering action
- Maritime communication techniques, including responding to helm orders
- Safety and hazard control procedures
- IMO STCW Convention and Codes

CONDITIONS: The following resources must be provided:

- Maritime communication manual
- Videos

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination

LO2. STEER THE SHIP USING MAGNETIC AND GYRO COMPASS

ASSESSMENT CRITERIA:

1. Vessel is steered under the direction of the Officer of the Watch in response to helm orders and set course.
2. Vessel's heading is maintained within acceptable limits with respect to the directions of the Officer of the Watch, given helm orders, the area of navigation and taking into account environmental effects.
3. Vessel's steady course is maintained for ten minutes within 2 degrees.
4. Alterations of heading are smooth and controlled at all times.
5. Communication is clear, concise and acknowledged at all times according to good seamanship.
6. Steering is changed from automatic pilot to manual steering and vice versa in accordance with to the directions of the Officer of the Watch, helm orders, vessel's procedures and manufacturer's instructions.
7. Safe operating limits of vessel's steering systems are not exceeded.
8. Steering techniques are consistent with the prevailing weather and sea conditions or possible states of emergency.

CONTENTS:

- Parts of vessel's steering gear
- Principles and procedures for steering a vessel
- Helm orders and steering action
- Steering techniques
- Steering problems and appropriate action and solutions
- Vessel's safe operating limits
- Effects on steering of wind, currents and bottom topography
- Maritime communication techniques, including responding to helm orders
- Procedures for changing over from automatic pilot to hand steering and vice versa
- Use of magnetic and gyro-compasses
- Safety and hazard control procedures
- IMO STCW Convention and Codes and applicable to the steering of vessels

CONDITIONS: The following resources must be provided:

- Steering gear
- Steering vessel simulator
- Working or training vessel
- Manuals
 - IMO STCW Convention and Codes
 - OSHS
 - Maritime communication
- Magnetic and gyro-compasses
- Videos

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination

UNIT OF COMPETENCY : **KEEP A PROPER LOOK-OUT BY SIGHT AND HEARING**

MODULE TITLE : **KEEPING A PROPER LOOK-OUT BY SIGHT AND HEARING**

MODULE DESCRIPTOR : This module covers the knowledge, skills and attitude required in keeping a proper look-out by sight and hearing.

NOMINAL DURATION : 8 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the student trainees must be able to:

LO1. Detect sounds, lights and other objects

LO2. Report the approximate bearing of a sound, light or other object in degrees or points

LO1. DETECT SOUNDS, LIGHTS AND OTHER OBJECTS**ASSESSMENT CRITERIA:**

1. Use and care of binoculars as an aid to a look-out is demonstrated.
2. Lookout techniques are demonstrated in sighting floating objects in any state of weather, day light and darkness.
3. Lookout techniques are demonstrated in identifying sounds and lights

CONTENTS:

- International distress signals
- Use and care of binoculars and internal communication device
- Proper use of lookout equipment
- Lookout watches relief procedures.
- Duties and responsibilities of a lookout
- Different lookout techniques

CONDITIONS: The following resources must be provided:

- Binoculars
- Internal communication device
- Bridge simulator
- Working or training vessel
- Manuals
 - IMO STCW Convention and Codes
 - COLREGS 72
- Videos

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination

LO2. REPORT THE APPROXIMATE BEARING OF A SOUND, LIGHT OR OTHER OBJECT IN DEGREES OR POINTS**ASSESSMENT CRITERIA:**

1. Detected sounds are promptly reported in degrees or points to the officer of the watch.
2. Sighted lights, ships or floating objects are promptly reported in degrees or points to the officer of the watch.

CONTENTS:

- Identifying and reporting sighted lights, ships or floating objects
- Characteristics or features of a target that should be included in the report
- Common lookout stations on a vessel
- Location of personal and vessel safety equipment in the vicinity of lookout station

CONDITIONS: The following resources must be provided:

- Working or training vessel
- Bridge simulator
- Manuals
 - IMO STCW Convention and Codes
 - COLREGS 72
 - Sighted lights, ships, or floating objects
- Videos
- Record book

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination

UNIT OF COMPETENCY : **CONTRIBUTE TO MONITORING AND CONTROLLING A SAFE WATCH**

MODULE TITLE : **CONTRIBUTING TO MONITORING AND CONTROLLING A SAFE WATCH**

MODULE DESCRIPTOR : This module covers the knowledge, skills and attitude required in monitoring and controlling a safe watch.

NOMINAL DURATION : 7 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the student trainees must be able to:

LO1. Contribute to watchkeeping procedures

LO2. Respond to potential emergency situations

LO1. CONTRIBUTE TO WATCHKEEPING PROCEDURES

ASSESSMENT CRITERIA:

1. Effective communication with the officer of the watch is correctly maintained at all times on matters relevant to the role of an integrated rating during watchkeeping duties.
2. Bridge communications are clear and concise and advice or clarification is sought from the officer on watch when watch information or instructions are not clearly understood.
3. A proper look-out is maintained at all times and in such a way as to conform to accepted principles and procedures and regulatory requirements.
4. Lights, shapes and sound signals conform to the requirements contained in the International Regulations for Preventing Collisions at Sea and are correctly recognized.
5. The frequency and extent of monitoring of traffic, the vessel and the environment conform to established principles and procedures.
6. Internal and external communications systems are used in accordance with bridge procedures and manufacturer's instructions.
7. Precautions and procedures are followed to implement environmental protection measures.
8. "Challenge and response" are practiced within the bridge team

CONTENTS:

- Principles of vessel's bridge
 - Functions and responsibilities of the members of a bridge team on board a vessel
 - Maritime communication techniques used within a bridge team onboard a vessel
 - Bridge procedures on board a vessel
 - Bridge instrumentation, controls and alarms relevant to the functions of an integrated rating
 - Unmanned machinery space (UMS) controls, alarms and indicators
 - Procedures for the use of internal communications and alarm systems
 - Rudder and propeller control and vessel maneuvering characteristics
- Principles of Watchkeeping
 - Navigational hazards and implications
 - Factors affecting watchkeeping functions
 - Lights, shapes and sound signals according to International Regulations for Preventing Collisions at Sea
 - Typical watchkeeping problems, emergency situations and appropriate actions and solutions
 - Procedures for the relief, maintenance and handover of a watch

- Garbage and waste management system on board
 - Different pollutants on board
 - Garbage segregation, storage onboard and disposal shore
 - SOPEP equipment
 - Basic environmental protection measures
 - Methods of disposing different categories of pollutants
 - Preventing pollution during bunkering operation on board
- OH&S legislation

CONDITIONS: The following resources must be provided:

- Working or training vessel
- Bridge instrumentation simulator
- Garbage receptacles
- SOPEP equipment
- Manuals
 - OH&S legislation
 - IMO STCW Code and Convention
 - MARPOL
 - International Regulations for Preventing Collisions at Sea
- Videos

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination

LO2. RESPOND TO POTENTIAL EMERGENCY SITUATIONS

ASSESSMENT CRITERIA:

1. Observations and emergency situations are promptly reported to the officer on watch in accordance with bridge procedures.
2. Distress signals are recognized and reported in accordance with bridge procedures.

CONTENTS:

- Principles of vessel's bridge
 - Maritime communication techniques used within a bridge team onboard a vessel
 - Bridge procedures on board a vessel
 - Procedures for the use of internal communications and alarm systems
- Principles of Watchkeeping
 - Types of emergency situations
 - Lights, shapes and sound signals according to International Regulations for Preventing Collisions at Sea
 - Typical watchkeeping problems, emergency situations and appropriate actions and solutions

CONDITIONS: The following resources must be provided:

- Working or training vessel
- Bridge instrumentation simulator
- Manuals
 - IMO STCW Code and Convention
 - International Regulations for Preventing Collisions at Sea
- Videos
 - Emergency situations

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination

- UNIT OF COMPETENCY : **OPERATE EMERGENCY EQUIPMENT AND APPLY EMERGENCY PROCEDURES**
- MODULE TITLE : **OPERATING EMERGENCY EQUIPMENT AND APPLY EMERGENCY PROCEDURES**
- MODULE DESCRIPTOR : This module covers the knowledge, skills and attitude required in operating emergency equipment and applying emergency procedures.
- NOMINAL DURATION : 8 hours

SUMMARY OF LEARNING OUTCOMES:

Upon completion of the module the student trainees must be able to:

- LO1. Apply emergency procedures
- LO2. Maintain the integrity of emergency distress and alerting systems

LO1. APPLY EMERGENCY PROCEDURES

ASSESSMENT CRITERIA:

1. Emergency situations are correctly identified in accordance with established nautical practice.
2. Initial action on becoming aware of an emergency or abnormal situation is in conformity with established practices and procedures.
3. Action taken is timely and appropriate for seriousness of the emergency and the prevailing weather and sea conditions.
4. Communications are clear and concise at all times and orders are acknowledged in a timely and seamanlike manner.
5. False distress alerts are avoided through the application of established nautical practice.
6. Appropriate action is taken in the event of accidental activation of a distress alert in accordance with regulatory requirements and vessel's procedures.

CONTENTS:

- Maritime regulations
 - ISM Code
 - Ship's Safety Management System and procedures
 - OH&S
 - SOLAS Convention
- Maritime communication techniques
- Duties and responsibilities of shipboard personnel during emergencies
- Emergency situations
 - Nature and extent
 - Initial action on emergency situations
- Distress alerting systems
 - Types of distress alerting systems
 - Techniques in avoiding false distress signals
 - Actions to be taken in the event of accidental activation of distress alert systems

CONDITIONS: The following resources must be provided:

- Working or training vessel
- Simulated emergency situations
- Distress alerting systems
 - pyrotechnic distress signals
 - GMDSS survival craft VHF radios
 - satellite emergency position indicating radio beacons (EPIRBs)
 - search and rescue transponders (SARTs)
 - ship security alert system (SSAS)
 - whistles
- Manuals
 - ISM Code
 - Ship's Safety Management System and procedures
 - OH&S
 - SOLAS Convention
- Videos

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination

LO2. MAINTAIN THE INTEGRITY OF EMERGENCY DISTRESS AND ALERTING SYSTEMS

ASSESSMENT CRITERIA:

1. Emergency and distress alerting systems are used in accordance with manufacturer's instructions and vessel's procedures.
2. The integrity of emergency and distress alerting systems is maintained in accordance with vessel and company procedures, manufacturer's instructions and regulatory requirements.
3. Faulty or non-operational emergency and distress alerting equipment is identified, reported and/or replaced as per manufacturer's instructions and vessel's procedures.

CONTENTS:

- Types of emergency situations
- Procedures for emergency response on board a commercial vessel
- Maritime communication techniques
- Various maritime emergency alarms
 - Ship Security Alert System (SSAS)
 - Location of alarms and controls
 - Guidelines and procedures for activation of alarms and signals
 - Operated emergency equipment
 - OH&S legislation and policies on the use of emergency equipment
 - Precautions to maintain the integrity of emergency and distress alerting systems
- Distress alerting systems
 - Types of distress alerting systems
 - Handling of pyrotechnic distress signals, satellite emergency position indicating radio beacons (EPIRBs), and search and rescue transponders (SARTs)
 - Identification, reporting and replacement of faulty or non-operational emergency and distress alerting equipment

CONDITIONS: The following resources must be provided:

- Working or training vessel
- Simulated emergency situations
- Distress alerting systems
 - pyrotechnic distress signals
 - GMDSS survival craft VHF radios
 - satellite emergency position indicating radio beacons (EPIRBs)
 - search and rescue transponders (SARTs)
 - ship security alert system (SSAS)
 - whistles
- OH&S legislation and policies
- Videos
- Record book

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation

ASSESSMENT METHODS:

- Demonstration with questioning
- Written examination

What is Competency-Based Curriculum (CBC)?

- A competency-based curriculum is a framework or guide for the subsequent detailed development of competencies, associated methodologies, training and assessment resources.
- The CBC specifies the outcomes which are consistent with the requirements of the workplace as agreed through the industry or community consultations.
- CBC can be developed immediately when competency standards exist.
- When competency standards do not exist, curriculum developers need to clearly define the learning outcomes to be attained. The standard of performance required must be appropriate to industry and occupational needs through the industry/enterprise or specified client group consultations.

These materials are available in both printed and electronic copies.

For more information please contact:

Technical Education and Skills Development Authority (TESDA)

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