

PURPOSE

The purpose of this procedure is to define the standardized requirements for the implementation of Distance Learning and E-Learning programs of SEATECH Maritime Training and Assessment Center, Inc. through its Learning Management System (LMS) in compliance with MARINA Memorandum Circular No. SC-2021-10 and ISO 9001:2015.

It ensures consistent, controlled, and effective delivery of online maritime training, including enrollment, instruction, assessment, monitoring, records management, and certificate issuance, while maintaining training quality, regulatory compliance, and continual improvement.

SCOPE

This procedure applies to all trainees, instructors, assessors, site supervisors, and administrative personnel involved in the implementation and delivery of distance learning programs conducted through the SEATECH Distance Learning System (LMS).

It covers all orientation-related topics necessary prior to the commencement of training, including:

- Conduct of Distance Learning (synchronous and asynchronous sessions)
- Enrollment procedures and identity verification
- Use and functions of the Learning Management System (LMS)
- Schedule and conduct of practical exercises and assessments
- Emergency and technical disruption procedures
- Decorum, house rules, and code of conduct for trainees
- Academic integrity and cheating prevention measures
- Recording of training sessions and data privacy requirements
- Assessment system (formative and summative evaluation)
- Invigilation and examination control measures
- Training completion and certificate issuance process
- Frequently Asked Questions (FAQs)
- Technical support services and communication channels

This orientation ensures that all participants are adequately prepared and fully aware of their roles, responsibilities, and compliance obligations prior to and during the conduct of distance learning programs, in alignment with MARINA SC-2021-10 and ISO 9001:2015 standards.

CONDUCT OF DISTANCE LEARNING (DL)

Distance Learning shall be delivered through the SEATECH LMS in a structured, monitored, and competency-based system.

- Access all training activities only through the SEATECH LMS.
- Follow all scheduled modules, assessments, and instructions.
- Participate actively in all required learning activities.
- Complete all requirements within the prescribed training period.
- Training progress is continuously monitored and recorded.

LEARNING DELIVERY METHOD

Distance Learning is conducted in two (2) modes:

A. SYNCHRONOUS SESSIONS (LIVE TRAINING)

- Log in to the LMS at least 15 minutes before the scheduled session.
- Ensure stable internet connection, working camera (if required), and audio readiness.
- Each session lasts four (4) hours.
- Actively participate in discussions and instructor-led activities.
- Follow all real-time instructions without interruption.

Instructor Responsibilities:

- Deliver structured lectures based on approved syllabus.
- Facilitate discussion and learner engagement.
- Monitor attendance and participation in real time.

B. ASYNCHRONOUS SESSIONS (SELF-PACED LEARNING)

- Complete equivalent four (4) hours learning engagement per session.
- Access:
 - Pre-recorded lectures
 - Digital modules
 - Multimedia materials
 - Online discussion forums
- Complete tasks within deadlines.
- Submit outputs only through LMS submission tools.
- Late submissions require approval.

SCHEDULE OF PRACTICAL EXERCISES AND ASSESSMENT

- Attend all scheduled practical exercises on time.
- Prepare required materials or equipment prior to activity.
- Site Supervisor shall ensure safety and readiness of all equipment.
- Assessor shall conduct pre-activity briefing covering:
 - Safety procedures
 - Assessment requirements
 - Site rules and expectations
- Compliance with all instructions is mandatory.

STANDARD COURSE CODE FOR DL ENROLLEES

Each Distance Learning enrollee shall be assigned a unique identification code for proper monitoring, attendance tracking, assessment recording, and training documentation within the Seatech Learning Management System (SEATECH LMS)

The DL enrollee code shall be structured and implemented as follows:

1. The standard format of the DL Code shall be DL–YEAR-COURSE CODE–BATCH NO.
2. The prefix “DL” shall indicate that the enrollee is under the Distance Learning program.
3. The course code shall refer to the approved STCW training program, such as:
 - AFF – Advanced Fire Fighting
 - BT – Basic Training
 - SCRB – Survival Craft and Rescue Boats (other than fast rescue boats)
4. The batch number shall indicate the specific training intake or class grouping.
5. The DL Code shall be used in all LMS (SLDS) transactions, including:
 - Attendance recording
 - Assessment submission
 - Training progress tracking
 - Completion verification
6. Each DL Code shall be system-generated, unique, and non-transferable.
7. Any unauthorized sharing, alteration, or misuse of the DL Code shall be strictly prohibited and subject to disciplinary action.

8. The Registrar shall be responsible for the generation, assignment, and control of DL Codes.

9. The DL Code system shall ensure proper traceability of trainees and maintain integrity of training records in compliance with ISO 9001:2015 documented information requirements and MARINA STCW Distance Learning and E-Learning guidelines.

EMERGENCY SITUATIONS

The safety of trainees and personnel is the highest priority during any emergency. Training activities may be suspended, adjusted, or rescheduled as necessary in the event of:

- Medical Emergency
- Natural Disaster (e.g., typhoon, earthquake, flood)
- Power Failure or Electrical Disruption
- Internet or LMS/System Failure
- Equipment Failure During Practical Assessment
- Security or Safety Threat
- Communication Breakdown

Trainees shall:

- Follow all instructions issued by instructors, assessors, or authorized personnel.
- Prioritize personal safety and immediately report any emergency affecting their participation.
- Monitor official communication channels for updates on suspended or rescheduled activities.
- Provide complete details when reporting incidents to ensure proper documentation and action.

Support and continuity measures may include:

- Recorded training sessions and downloadable learning materials.
- Make-up classes, assessments, or adjusted deadlines.
- Alternative communication channels such as email, phone, or SMS.
- Technical assistance through the LMS Contact Form.
- Assistance and inquiries through:
 - General Inquiries: info@seatechmaritime.net
 - Customer Support: naga@seatechmaritime.net
 - Sales Support: sales@seatechmaritime.net
 - Technical & Help Support: LMS Contact Form

DECORUM

To maintain a professional, respectful, and conducive learning environment, all trainees shall observe the following decorum during the conduct of Distance Learning (DL) activities:

- Treat instructors, assessors, staff, and fellow trainees with courtesy and respect at all times.
- Use professional and appropriate language in all communications, discussions, chats, forums, and emails.
- Refrain from disruptive, offensive, discriminatory, or inappropriate behavior.

- Remain present and actively participate throughout the session unless excused by the instructor.
- Notify the instructor or support personnel immediately if technical issues prevent attendance.
- Ensure that background noise is minimized during online sessions.
- Maintain a professional appearance appropriate for a learning environment
- Follow all instructions given by the instructor or facilitator.
- Participate actively in discussions, activities, and learning exercises.
- Mute microphones when not speaking to avoid unnecessary interruptions.
- Use the chat function responsibly and only for training-related purposes.
- Complete all assessments, assignments, and activities honestly and independently unless collaboration is specifically authorized.
- Do not engage in cheating, plagiarism, impersonation, or any form of academic dishonesty.
- Do not share assessment questions, answers, or training materials without authorization.
- Access the LMS using only assigned credentials.
- Respect the privacy of instructors and fellow trainees.
- Observe all Distance Learning policies, procedures, and instructions issued by SEATECH.
- Failure to observe proper decorum may result in disciplinary action in accordance with SEATECH policies.

HOUSE RULES

All trainees shall comply with the following house rules throughout the duration of the training program:

- Attend all scheduled online sessions, practical exercises, and assessments on time.
- Log in to the LMS at least fifteen (15) minutes before scheduled live sessions.
- Arrive at practical assessment venues at least thirty (30) minutes before the scheduled activity.
- Use only the assigned LMS account and login credentials.
- Do not share usernames, passwords, or DL Codes with any person.
- Protect account information from unauthorized access.
- Follow all instructions given by instructors, assessors, supervisors, and training personnel.
- Attend live sessions from a quiet and suitable location free from unnecessary distractions.
- Complete all required activities, assignments, and assessments within prescribed deadlines.
- Observe all safety rules during practical exercises and assessments.
- Wear prescribed Personal Protective Equipment (PPE) when required.
- Immediately report unsafe conditions, incidents, or equipment defects.
- Handle training equipment and facilities properly and responsibly.
- Do not operate equipment without authorization.

- Any intentional damage to facilities or equipment may result in disciplinary action.
- Complete assessments and assignments independently unless otherwise instructed.
- Cheating, plagiarism, impersonation, coaching, or any form of academic dishonesty is strictly prohibited.
- Disruptive behavior, harassment, bullying, or misconduct is not allowed.
- Unauthorized recording, sharing, or distribution of training materials, sessions, or assessments is prohibited.
- Possession or use of alcohol, illegal drugs, or substances that may impair performance is prohibited during training activities.
- Follow all emergency instructions issued by authorized personnel.
- Stop activities immediately when instructed during emergencies.
- Resume activities only upon official clearance.
- Complete all learning modules, practical exercises, assessments, and attendance requirements.
- Failure to comply with the House Rules may result in warnings, suspension, disqualification from assessment, cancellation of enrollment, or other disciplinary actions as deemed appropriate by the Training Center.
- Do not share usernames, passwords, or course access with other individuals.
- Use training materials solely for educational purposes and respect intellectual property rights.
- Do not record, capture screenshots, reproduce, or distribute live sessions, assessment materials, or training content without prior authorization from the Training Center.
- Comply with assessment, invigilation, safety, and emergency procedures at all times.

USE OF SEATECH DISTANCE LEARNING SYSTEM

The SEATECH DISTANCE LEARNING SYSTEM is the official platform used for all Distance Learning and e-Learning activities, including lesson delivery, assessments, announcements, communications, and submission of requirements. All trainees are required to familiarize themselves with the SDLS and follow the instructions provided to ensure successful participation in the training program.

HOW TO ACCESS AND USE THE SEATECH DISTANCE LEARNING SYSTEM (SDLS)

This guide provides clear instructions on how to access and use the Seatech Distance Learning System (SDLS) for the conduct of training through Distance Learning and e-Learning programs. It is designed to ensure that trainees clearly understand the operation of the system, particularly in lesson delivery and related learning activities.

1. Open any updated internet browser such as Google Chrome, Microsoft Edge, Mozilla Firefox, or Safari.
2. Go to the official SDLS website by typing naga.seatechmaritime.net in the browser's address bar and then press Enter.

3. Log in to your account by entering your assigned username and password, then click the Log In button.
4. Upon first login, change your temporary password to a strong and secure password, and ensure that your login credentials are kept confidential and not shared with others.
5. After successful login, you will be directed to your dashboard where you can access your enrolled courses, view lessons and modules, join live sessions, submit requirements, and check announcements and grades.

B. USE OF LMS IN THE CONDUCT OF TRAINING (DISTANCE AND E-LEARNING PROGRAM)

The SDLS shall serve as the official platform for lesson delivery and training operations. Trainees are required to follow clear and unambiguous instructions to ensure proper understanding and compliance with the program.

1. Specific Instructions for Course Delivery Using the LMS

- Follow the course sequence as provided in the SDLS.
- Complete all modules, activities, and assessments in order.
- Observe deadlines for all submissions and requirements.
- Regularly check announcements for updates and instructions.

2. Automated Guided Tour

- Upon first login, complete the Automated Guided Tour.
- Familiarize yourself with LMS features such as dashboard, courses, messaging, and submission tools.
- Review system instructions before starting course activities.

3. Phone Support

- Contact the designated SDLS support hotline for urgent technical concerns.
- Use phone support during official office hours only.
- Provide your full name, course, and concern clearly when calling.

4. Email Support

- Send technical or academic concerns to the official LMS support email.
- Include complete details such as name, course, and issue encountered.
- Wait for confirmation or response from the support team.

5. Notification System

- Regularly monitor SDLS notifications and announcements.
- Notifications may include schedules, deadlines, updates, and results.
- Ensure notifications are not ignored as they are part of official instructions.

6. Messaging Application in the Platform

- Use the LMS messaging tool for communication with instructors and authorized personnel.
- Keep messages professional, clear, and course-related only.
- Respond promptly to important messages and instructions.

7. Help and Technical Support

- Access the LMS Help Section for guides and troubleshooting steps.
- Report issues such as login problems, submission errors, or system access concerns immediately.
- Seek assistance whenever difficulties in using the LMS arise.

SYNCHRONOUS AND ASYNCHRONOUS ACTIVITIES

Synchronous Activity

1. Log in to the Seatech Distance Learning System (SDLS) using your assigned username and password.
2. Select your enrolled course from the course dashboard.
3. Attend the scheduled Virtual Classroom session conducted by the assigned instructor for your enrolled subject.
4. Participate actively in discussions, practical exercises, and other learning activities during the live session.
5. Once the Virtual Classroom session has ended, ensure that the activity is marked as Completed in the SDLS.
6. After completing the Virtual Classroom session, proceed to the assigned course activities.
7. Complete and submit all required assignments within the prescribed period.
8. Please note that access to the asynchronous learning materials may be restricted until the Virtual Classroom activity has been successfully completed.

Asynchronous Activity (Self-Paced Learning)

1. Upon completion of the synchronous session, access the asynchronous learning materials available in the LMS.
2. Review all learning resources provided, including:
 - PowerPoint Presentations (PPTs)
 - Reading Passages
 - Instructional Videos
3. Study the materials thoroughly and complete any required learning activities at your own pace within the allotted training period.

Summative Assessment

1. After completing all synchronous and asynchronous activities, trainees shall take the Summative Assessment.
2. The Summative Assessment is embedded within the LMS and is conducted onsite on the last day of training.

3. Trainees must achieve the required passing score to successfully complete the course.

RECORDING OF SESSIONS

- All Virtual Classroom sessions are recorded for training, assessment, quality assurance, monitoring, and regulatory compliance purposes.
- Attendance, participation, chat activities, screen-sharing activities, and session recordings may form part of the official training records.
- Session recordings are maintained by the SEATECH and may be reviewed by authorized personnel and regulatory authorities for verification and audit purposes.
- Trainees are strictly prohibited from recording, copying, downloading, sharing, or distributing any live session, training material, assessment content, or recordings without prior authorization from the training center.

Note: Participation in the course signifies the trainee's acknowledgment that online training sessions may be recorded and retained as part of the official training records.

TRAINING COMPLETION

Trainees who complete all course requirements will be issued a Certificate of Completion. However, trainees must personally claim their certificate from the training center's designated office.

ISSUANCE OF CERTIFICATES

Certificates are issued only by the authorized releasing officer and must be claimed directly by the trainee to ensure authenticity.

FORMATIVE AND SUMMATIVE GRADING SYSTEM

- The final grade is based on competency requirements that must be met to pass the course.
 - Formative Grading- Formative assessment contributes 20% of the total grade and is conducted through LMS-based self-paced activities.
 - Summative Grading- Summative assessment contributes 80% of the total grade.
 - Formative assessment includes self-paced LMS tasks such as quizzes, activities, and learning materials.
 - Summative assessment is the main examination used to evaluate overall competency.
 - Trainees must pass the required assessments to successfully complete the course.
- Detailed rules on grading, re-sit, and appeals are covered in policy NAGA-QPDL-09-00-25.

INVIGILATION

- All assessments are strictly supervised through invigilation to ensure fairness, integrity, and compliance with training standards.

- Trainees must follow all instructions given by the assigned invigilator before, during, and after the assessment.
- Any form of cheating, plagiarism, use of unauthorized materials, or assistance from others is strictly prohibited.
- Failure to comply with invigilation rules may result in invalidation of results or disciplinary action.
- All assessment activities under invigilation are part of the official training record and subject to audit and compliance review.

CHEATING

If a trainee is found guilty of cheating, the issued certificate will be invalidated. A report will be filed, and appropriate disciplinary measures will be taken.

FREQUENTLY ASKED QUESTIONS

What is SDLS?

The Seatech Distance Learning System (SDLS) is the official online learning platform used for maritime training programs. It supports blended learning, combining online theoretical instruction, onsite practical training, and assessment.

What courses are offered?

The following MARINA-accredited courses are available:

- Basic Training (BT)
- Advanced Fire Fighting (AFF)
- Survival Craft and Rescue Boat (SCRB)

ENROLLMENT PROCESS

How do I enroll?

You may enroll either onsite or online by submitting your personal information, required documents, selecting your course, and paying the required training fee.

What are the requirements for enrollment?

- Valid ID
- 2x2 picture
- Medical certificate
- Seafarer's Registration Number (SRN)

Can I enroll online?

Yes. Online enrollment is available through the official page and confirmed after validation of requirements and payment.

How do I access my SDLS account?

After enrollment confirmation, your SDLS account credentials will be sent to your registered email. You must log in through the official SDLS website.

What if I forget my password?

You may request password reset assistance through the SDLS support/helpdesk or authorized personnel.

TRAINING DELIVERY

What is synchronous learning?

Synchronous learning refers to real-time online classes conducted with instructors through scheduled sessions in the SDLS.

What is asynchronous learning?

Asynchronous learning refers to self-paced study using SDLS modules, videos, and activities that can be accessed anytime.

ASSESSMENT

How are assessments conducted?

- Formative Assessment: Conducted per module in SDLS
- Summative Assessment: Onsite computer-based exam
- Practical Assessment: Onsite skills demonstration

What is the passing requirement?

A minimum of 75% is required for summative assessment, while practical assessment must be rated Competent (C).

TECHNICAL SUPPORT

What should I do if I have technical issues?

Report concerns immediately to the SDLS helpdesk or designated support personnel for assistance.

DATA PRIVACY

Is my information secure?

Yes. All personal data is protected and handled in accordance with the Data Privacy Act of 2012 and institutional policies.

Technical Support

- Trainees experiencing difficulties in accessing or navigating the SEATECH Distance Learning System (SDLS) may contact the Technical Support Team for assistance and guidance.
- In cases of connectivity or technical issues during live (synchronous) sessions, the Technical Support is available to provide troubleshooting support to restore participation.
- Trainees are encouraged to report issues immediately to avoid disruption of training activities.

Phone and Email Support

For inquiries and assistance, trainees and instructors may contact the following:

- General Inquiries: info@seatechmaritime.net
- Customer Support: naga@seatechmaritime.net
- Sales Inquiries: sales@seatechmaritime.net
- All concerns should be communicated through the appropriate support channel to ensure proper response and resolution.