

## **PURPOSE**

To ensure a systematic and standardized approach in the conduct of Distance Learning training programs, enabling trainees to effectively develop the required competencies in compliance with Regulation I/6 of the STCW Convention, 1978, as amended, and in accordance with Maritime Industry Authority Memorandum Circulars SC 2021-09, SC 2021-10, and SC 2022-05, including any future amendments or updates.

## **SCOPE**

This procedure covers the following stages in the conduct of Distance Learning training:

- Prior to Training
- During Training
- After Training

## **PROCEDURE**

### **A. PRIOR TO TRAINING**

1. The Registrar shall verify that all trainees have fully complied with enrollment and documentary requirements prior to granting LMS access.
2. The IT Officer shall create official instructor accounts in the Seatech Distance Learning System (SDLS) to ensure authorized access and proper course facilitation.
3. The IT Officer or authorized personnel shall validate trainees' technical readiness, including hardware, internet connectivity, audio-video capability, and browser compatibility as part of pre-enrollment technical assessment.
4. The IT Officer shall confirm that the LMS is fully operational, secure, and accessible prior to training implementation.
5. The IT Officer shall upload only MARINA-approved and officially authorized instructional materials, learning activities, and assessment tools into the LMS.
6. SEATECH shall ensure preparation, calibration, and availability of all equipment to be utilized during face-to-face practical training and assessment, including BT, AFF, and SCRB resources, prior to the scheduled onsite conduct.

### **B. DURING TRAINING**

1. The Instructor shall conduct synchronous sessions through the SDLS in accordance with the approved course schedule, syllabus, and Training Course Package.
2. Synchronous sessions shall be conducted during the morning schedule under the supervision of the assigned Instructor.
3. The Instructor shall actively monitor trainee attendance, participation, chat interaction, and Q&A engagement during synchronous sessions.
4. Technical Support personnel shall remain on standby during synchronous sessions to ensure uninterrupted LMS operation and connectivity.
5. At the end of each asynchronous learning session, trainees shall accomplish the required assignment through the SDLS.
6. Asynchronous learning sessions shall be conducted during the afternoon schedule through self-paced activities such as modules, readings, instructional videos, and learning tasks. No Instructor is required during asynchronous sessions.

7. Trainees shall complete all assigned asynchronous requirements within the prescribed schedule prior to submission of outputs.
8. Practical exercises, summative assessments, and practical assessments shall be conducted face-to-face on the last day of training at MARINA-approved practical training and assessment sites under the supervision of duly authorized and qualified Instructors, and assessment shall be conducted by duly authorized and qualified Assessors, in accordance with the approved Training Course Package and applicable MARINA standards.

#### **ATTENDANCE POLICY**

- a. Trainees are required to attend all training sessions, and Instructors are required to record attendance.
- b. Trainees may review their attendance records in the LMS or at the Registrar's Office and are responsible for ensuring their accuracy.
- c. Any discrepancy in attendance records shall be reported to the Registrar through the Attendance Verification Form (NAGA-TRNGD-QPF-08-00-26).
- d. The Registrar and General Manager shall verify and evaluate all requests for correction.

#### **ABSENCE POLICY**

- a. Trainees are allowed a maximum of two (2) days of absence during the training period.
- b. Trainees who are unable to attend shall accomplish an Absence Report Form (NAGA-TRNGD-QPF-09-00-26) and submit it to the Registrar indicating:
  - Reason for absence; and
  - Whether the trainee intends to participate remotely during the scheduled session, if applicable.
- c. Trainees are encouraged to notify the Registrar at least one (1) day before the scheduled absence through:
  - 09310754937
  - seatechnagamaritime@gmail.com

#### **MAKE-UP CLASS POLICY**

- a. Make-up classes may be conducted in lieu of cancelled training sessions due to holidays, MARINA advisories, natural calamities, or human-induced incidents.
- b. A Make-Up Class Form (NAGA-TRNGD-QPF-06-00-24) shall be issued to authorize and document rescheduled training.
- c. Make-up classes shall be subject to schedule availability. If no schedule is available, the trainee shall be rescheduled and required to pay Php 200.00 per course.
- d. Trainees requesting make-up classes due to personal reasons shall inform the Registrar at least one (1) day prior and accomplish the required form, including payment of Php 200.00 per course.
- e. Trainees shall be allowed a maximum of three (3) make-up classes. Exceeding this limit shall result in cancellation of enrollment and re-enrollment with payment of Php 1,000.00.

### **C. AFTER TRAINING**

1. The Instructor or LMS Moderator shall consolidate attendance records, course completion data, and assessment results through LMS reporting and official records.
2. Trainees shall accomplish the Distance Learning Feedback Form (NAGA-RDD-QPF-34-00-26) through the SDLS to assess usability, instruction quality, and assessment fairness.
3. The Instructor shall finalize grades, submit reports, and document training outcomes.
4. The Records Officer shall consolidate grades, assessment results, and feedback for monitoring purposes.
5. The Records Officer shall forward finalized records to the TCROA Officer for processing and recording.
6. Certificates of Training Completion shall be issued only to trainees who successfully comply with all course and assessment requirements.
7. Feedback and monitoring results shall be used as inputs for corrective actions and continual improvement of Distance Learning programs.