

PURPOSE

To establish a standardized procedure for the completion of Distance Learning (DL) and E-Learning (EL) training programs, ensuring that trainees fully meet course requirements, assessments are properly validated, and Certificates of Training Completion are issued only to qualified trainees in compliance with MARINA Circular No. SC-2021-10 and the provisions of STCW Convention, 1978 Regulation I/6.

SCOPE

This procedure applies to all trainees, instructors, assessors, and administrative personnel involved in Distance Learning and E-Learning courses. It covers enrollment validation, course completion, assessment administration, certification, and records management.

GENERAL PROVISIONS

1. All trainees shall comply with enrollment requirements in accordance with MARINA-approved course standards.
2. All Distance Learning and E-Learning courses shall be completed within one (1) year from the date of enrollment unless otherwise approved.
3. Certificates of Training Completion shall only be issued to trainees who have successfully completed all course requirements and passed all assessments.
4. All training activities and records shall be maintained in accordance with approved records management procedures.

PROCEDURE

1. The Instructor shall verify that all trainees meet the enrollment requirements prior to course access.
2. Enrollment records shall be validated against approved course entry requirements under MARINA circulars and institutional policies.
3. Trainees shall complete all required modules, assignments, learning activities, and assessments within one (1) year from enrollment.
4. The Instructor shall verify completion of all SLDS activities, including quizzes, submissions, and module progress reports.
5. All practical training tasks, when required, shall be completed with documented evidence properly recorded and stored.
6. Formative Assessment, Summative Assessment and Practical Assessment shall be conducted strictly in accordance with the approved Course Package.

7. Formative and Summative Assessments shall be delivered through secure Seatech Distance Learning System.
8. Identity verification measures shall be enforced to ensure that the enrolled trainee is the actual person completing the assessment.
9. Assessment results shall be recorded, reviewed, and validated to confirm that trainees meet the required passing standards for both theoretical and practical components.
10. Any re-assessment or re-sit shall be properly documented and controlled.
11. The Instructor shall verify that all course requirements have been fully completed using SLDS activity logs and supporting records.
12. Completion shall only be confirmed once all modules, assessments, and practical requirements are satisfactorily met.
13. Completion records shall be validated against the approved Course Package and competency requirements aligned with STCW standards.
14. The TCROA Officer shall prepare the Training Completion and Record of Assessment (TCROA).
15. The TCROA shall be signed by the Designated Assessor and Training Director as proof of completion and competency achievement.
16. The Distance Learning (DL) code from the enrollment record shall be indicated on the TCROA.
17. The signed TCROA shall be scanned or saved in PDF format for official submission and archiving.
18. The MISMO Officer shall upload the approved TCROA to the MARINA MISMO system within three (3) working days upon approval.
19. Submission shall only be done after verification of completeness and accuracy of records.
20. The Registrar shall review the Enrollment Record, Attendance, and TCROA prior to certificate release.
21. The Releasing Officer shall sign the Certificate Transmittal Form (NAGA-CERTD-01-00-24) and indicate any certificate hold instructions if necessary.
22. Certificates of Training Completion shall only be released upon full compliance with all course requirements and approvals.
23. All Enrollment Records, Attendance Logs, Assessment Results, TCROA, and supporting documents shall be stored and maintained in accordance with the approved Distance Learning Records Management Procedure (NAGA-QPDL-07-00-26).



SEATECH
Maritime Training and Assessment Center Inc.
LEVEL 5 QUALITY POLICY DISTANCE LEARNING
COMPLETION OF THE TRAINING COURSE

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24. Records shall be retained, protected, and made available for audit, verification, and regulatory inspection as required.

