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Marine Instruction (5 / 2023)

**Requirements & Qualification of Principals & Faculties, and Obligations of
Maritime Training Centres**

Applicable to: **Maritime Training Institutes, Maritime Training Centres,
Principals, Faculties, Lecturers, Instructors and Assessors**

- References:**
- (a) Regulations I/6 and I/8 of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended;
 - (b) Notification (8/2018) relating to “Minimum Qualification and Experience of Instructor and Assessor for Nautical Subjects and Marine Engineering Subjects approved by Department of Marine Administration”;
 - (c) Directive (4/2013) relating to “Approval and Operation Procedures for MET Training Centre”; and
 - (d) Marine Guidance (6/2021) relating to “Guidance for Maritime Education & Training, Examination and Certification for seafarers”.

Summary

This Marine Instruction serves to provide the minimum requirements for principals, faculties, lecturers, instructors and assessors of the maritime training institutions to ensure the training and assessment of competence of seafarers and appropriately qualified seafarers in accordance with STCW Convention and STCW Code, as amended.

1. Pursuant to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW Convention), 1978, as amended, the principals, faculties, lecturers, instructors and assessors shall be appropriately qualified in accordance with the provisions of **Section A-I/6: Training and Assessment** of the STCW Code for the types and levels of training and assessment performed.

2. Every Maritime Training Centre (MTC), approved by DMA, shall ensure that the qualifications and experience of the principal, faculty, lecturer, instructor and assessor are covered in the application of the provisions of quality standards required under **Section A-I/8** of the STCW Code. Such qualification, experience and application of quality standards shall incorporate appropriate instructional techniques and training, and assessment

methods and practice, and shall comply with all applicable requirements. Such person shall:

- (a) have an understanding of the specific training objectives for the particular type of training being conducted;
- (b) be qualified in the task for which training is being conducted;
- (c) if conducting training using a simulator:
 - (i) have received appropriate guidance in instructional techniques involving the use of simulator; and
 - (ii) have gained practical operational experience of a particular type of simulator being used as specified in the respective course guidelines notified by the DMA from time to time;
- (d) have appropriate level of knowledge and understanding of the competence to be assessed;
- (e) be qualified in the task for which the assessment being made;
- (f) have received appropriate guidance in assessment methods and practice;
- (g) have gained practical assessment experience; and
- (h) if conducting assessment involving the use of simulators, have gained practical assessment experience on the particular type of simulator under the supervision and to the satisfaction of an experienced assessor.

3. The principal, and the vice principal, if appointed, of the approved MTC conducting CoC training courses shall have the following minimum requirements and qualification:

- (a) Deck Officer Class I or Marine Engineering Officer Class I - Certificate of Competency under the STCW Convention;
- (b) one year seagoing service experience at management level after holding the Deck Officer Class I or Marine Engineering Officer Class I - Certificate of Competency;
- (c) the accomplishment of Certification course for instructors and assessors in accordance with the IMO Model course 6.09 and 3.12; and
- (d) minimum teaching experience of two years on maritime training course at the approved MTCs.

4. The principal, and the vice principal, if appointed, of the approved MTC conducting CoP courses shall have the following minimum requirements and qualification:

- (a)
 - (i) Deck Officer Class II – Certificate of Competency under the STCW Convention for deck related CoP courses; or
 - (ii) Marine Engineering Officer Class II – Certificate of Competency under the STCW Convention for engine related CoP courses; or
 - (iii) Electro-Technical Officer – Certificate of Competency under the STCW Convention for ETR CoP course;

- (b)
 - (i) one year seagoing service experience after holding the Deck Officer Class II - Certificate of Competency for deck related CoP courses; or
 - (ii) one year seagoing service experience after holding the Marine Engineering Officer Class II - Certificate of Competency for engine related CoP courses; or
 - (iii) two years seagoing service experience after holding the Electro-Technical Officer - Certificate of Competency for ETR CoP course;
 - (c) the accomplishment of Certification course for instructors and assessors in accordance with the IMO Model course 6.09 and 3.12; and
 - (d) minimum teaching experience of two years on maritime training course at the approved MTCs.
5. Faculties, lecturers, instructors and assessors shall have minimum requirements and qualification in accordance with the Notification (8/2018) relating to “Minimum Qualification and Experience of Instructor and Assessor for Nautical Subjects and Marine Engineering Subjects approved by Department of Marine Administration”.
6. A lecturer may be appointed on permanent or contract basis. If appointed on contract basis the period of the contract should be not less than 12 months.
7. Exemptions from “Training of Trainers” Certificate may be given to visiting lecturers from specialized fields, such as maritime law, marine insurance, maritime management, medical, shipyards, classification societies, commercial shipping, ship management and equipment manufacturers.
8. A minimum of 50% of lectures and practical of the course shall be delivered by the full-time lecturers and faculties of the MTCs. The balance 50% of the lectures and practical may be taken by visiting lecturers. For medical courses, MTCs can deploy visiting lecturers for 90% of the classes required to be conducted for the entire course. Security courses, upgradation/revalidation courses for CoC of officers, Shipboard Management Courses for Masters and Chief Engineering Officers, MTCs can deploy visiting lecturers for 70% of the classes required to be conducted for the entire course.
9. Visiting lecturers should have received appropriate guidance in instructional techniques and shall have:
- (a) received appropriate guidance in assessment methods and practice; and
 - (b) gained practical assessment experience under the supervision and to the satisfaction of an experienced assessor.
10. MTCs shall:
- (a) establish a Quality System incorporating normative references laid down by the Quality Standard System of DMA and shall ensure fully compliance with the applicable requirements;
 - (b) comply with the STCW requirements and national provisions for implementation of Maritime Education and Training (MET) System, as laid down by DMA;

- (c) submit assessment and evaluation on MET matters to the DMA on regular and periodical basis;
- (d) deal with the expertise to the industry for collaboration of delivering maritime training and knowledge;
- (e) ensure that the lecturers, instructors, assessors, faculties and the principal are fit for teaching and shall be capable of clear communication in English without any speech defect;
- (f) designate a faculty as course in-charge for every course;
- (g) ensure periodic and updating trainings to be provided for their faculties and lecturers, and maintain such records for verification;
- (h) be by no means allowed to commence or conduct courses unless appropriately qualified faculties and lecturers are appointed as per this Instruction;
- (i) maintain records of examination and assessments, faculty/lecturer evaluations/assessment, which include, *inter-alia*, the feedback of the candidates freely given under the MTC arrangement;
- (j) maintain the examination records of “medical fitness for teaching” at least once a year for every faculty, instructor and lecturer above 65 years of age;
- (k) ensure that the principal or the top management of the MTC shall be responsible for the purpose of reporting and ensuring compliance of this Instruction; and
- (l) keep their websites updated with the list of all faculties, instructors and lecturers (Full-time and Visiting) engaged by them, conducting all courses, including qualifications, and exemptions, if any.

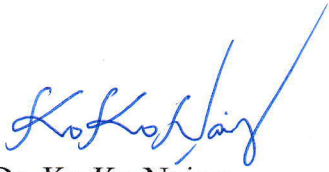
11. The teaching hours of:

- (a) Principal shall not exceed 14 hours in a week;
- (b) Vice Principal where designated, shall not exceed 16 hours in a week;
- (c) Faculty shall not exceed 18 hours in a week;
- (d) Instructor and lecturer shall not exceed 24 hours in a week;
- (e) Visiting lecturer shall not exceed 18 hours in a week at all the Maritime Training Centres and a written declaration by the visiting lecturer to this effect shall be taken by the Maritime Training Centre; and
- (f) In case a faculty member serves also as a Principal/Vice-Principal, the limitations stipulated for the higher portfolio shall apply.

12. Any new appointment or change of the Principal shall be communicated to the DMA prior their appointment as follows:

- (a) For new appointment of Principal position to the MTC, the contract of employment between the said Principal and Board of Directors or Shareholders or named Owners, and the letter of appointment as Principal from such entities are required to submit to the DMA 15 days in advance; and

- (b) In case when Principal of the MTC is required to change, then the Board of Directors or Shareholders or named Owners of the MTC shall submit the letter of such requirement including proposal of new Principal to the DMA 15 days in advance.



Dr. Ko Ko Naing
Director General (Acting)