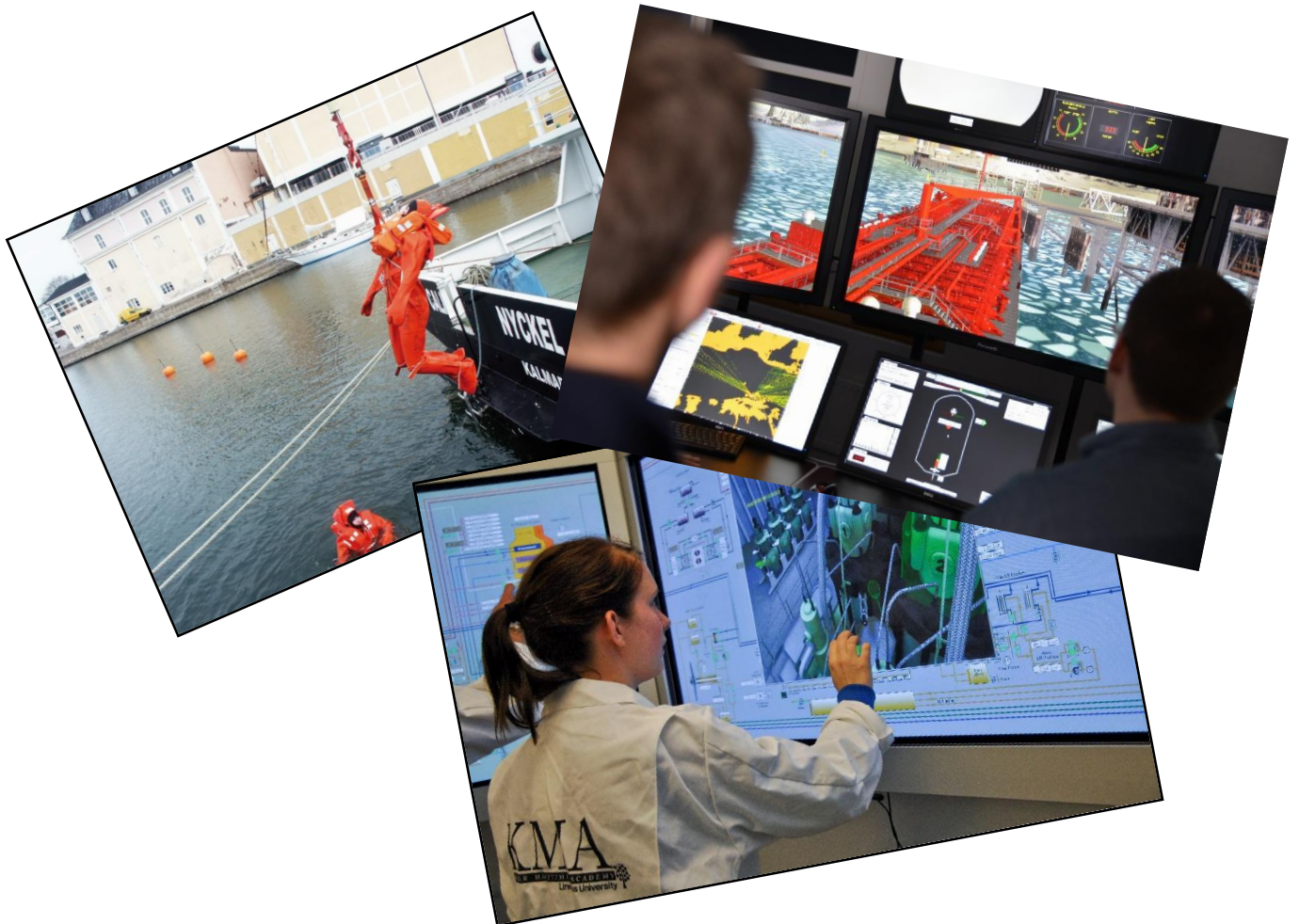




On Board Training Course – Since 1989

- Approved by the Swedish Transport Agency



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Your task as a supervisor

All ship officers are normally expected to play their part in training junior officers, cadets and crew members, passing on their knowledge and experience within their own specialist disciplines. They are also expected to evaluate the performance of cadets and provide evidence to be used as part of the certification process.

Your tasks as a supervisor are dictated by the ship's conditions and requirements and from the requirement from the Kalmar Maritime Academy.

It is important that your tasks as a supervisor are well established on board and that you feel that you are fully supported by the shipping company and from your colleagues. It is important that sufficient time is allocated for your assignment.

As a supervisor for on board training you may have different roles:

- as a coach you provide support when the student encounters difficulties as well as stimulation and motivation for their further studies;
- as a mentor, your experience projects you as a role model and an important source of support for the student in a future professional role;
- as a coordinator you act as a link between the student, the workplace and Kalmar Maritime Academy.

You may bear overall responsibility for the on board training and cadets at your workplace, one duty being to aid in the organisation of the workplace and to carry out planning measures in order to achieve the optimal learning environment.

The tasks of the supervisor

- to introduce and inform;
- to demonstrate, instruct and plan exercises;
- to plan, assess, follow-up and carry out record keeping;
- to organise and adapt on board training to specific demands.

As a supervisor you may have to demonstrate different working tasks, your role may be as an instructor whereby you will design exercises for the course participants to try out and practice relevant techniques.

Consider carefully your approach when demonstrating a work task. Consider also the evaluation criteria that will be used to judge a course participant or cadet's performance. One method could be to provide continual feedback to the cadet, thereby avoiding potentially stressful situations.

Kalmar Maritime Academy bears overall responsibility for the conduction of the course. You will act as an expert both within the industry and of the vessel.

The contents of the cadet log book provide a good insight into what is expected of the cadet during the on board period.

STCW Section A-I/6

Training and assessment

Persons conducting on board training or assessment on board ship shall only do so when such training or assessment will not adversely affect the normal operation of the ship and they can dedicate their time and attention to training or assessment.

In-service training

Any person conducting in-service training of a seafarer, either on board or ashore, which is intended to be used in qualifying for certification under the Convention, shall:

1. have an appreciation of the training programme and an understanding of the specific training objectives for the particular type of training being conducted;
2. be qualified in the task for which training is being conducted.

Any person responsible for the supervision of in-service training of a seafarer intended to be used in qualifying for certification under the Convention shall have a full understanding of the training programme and the specific objectives for each type of training being conducted

First important meeting/introduction

The cadet will be meeting the ship's personnel and seeing the ship for the first time, which is why it is important to get off to a good start. Some tips for the first meeting are to:

- plan the first meeting;
- take your time;
- prepare an overall timetable;
- keep in touch with all concerned;
- create routines;

Prepare for the first meeting. The place of the meeting should be quiet, where a conversation can be held without disruption. A short personal introduction followed by an introduction of the candidate to new colleagues and management should be given. Also positive for the planning operation is the writing of an overall timetable.

Provide information about the various routines and safety regulations on board, what might seem most obvious to the experienced hand may not be as obvious to somebody new on board.

It is important for the cadet to feel accepted as a group member. As supervisor you can ease and enhance this process by informing the cadet of routines on board as regards:

- working hours, watch duties/timetable
- breaks, times of meals
- sickness and related procedures
- rules regarding confidentiality
- the 'unwritten rules' of the ship
- laundry facilities, cabin cleaning etc

Due to the relief system a cadet may have a number of different supervisors. It is of great importance, and the responsibility of the present supervisor, that the successor is introduced properly to the cadet. Factors such as the cadet's present situation in the training period and the ensuing period should be taken up.

Feedback and assessment

Up to the present time, most Certificates of Competency examination conducted ashore have tested KNOWLEDGE rather than practical SKILLS. Both knowledge and skills are needed and it is on board ship that real competence must be demonstrated.

In its simplest form an assessor would observe a cadet demonstrating competent performance in the workplace, but it will normally be necessary to assess pre-requisite and complementary knowledge by methods other than simple observation.

In section B of the STCW-code there are five examples of types of evidence about cadet competence given:

1. Direct observation of work activities (including seagoing service)
2. Skills/proficiency/competency test
3. Projects and assignments
4. Evidence from previous experience, and
5. Written, oral or computer based tests.

Continuous interaction with the cadet as regards ongoing progress during the on board period is very positive. To provide and receive feedback whether it be positive or negative is part of this process. This provides the cadet with the opportunity to receive further explanation of a stage that they may not have fully understood.

A simple well done ceremony to mark appreciation of the cadet's efforts is often welcomed at the end of an on board training period. No need for anything too elaborate, just as long as the cadet feels that his/her efforts have been appreciated.

The cadet will be graded on the on board training period. This grade is given by Kalmar Maritime Academy based on the grade given in the Cadet Report and work journal. Allow time to explain your decision on grading, to discuss the matter and answer any questions.

Nautical Department

The students background

The students have different backgrounds. Some are school leavers, others have land-based working experience, whilst others have seagoing experience. The supervising task will therefore vary according to the students background.

1st year student: Basic Seamanship – Basic Safety Training, Tankerman (oil, chemical and gas) and introduced to seamanship (mooring, anchoring etc) Terrestrial Navigation and Nautical Instruments.

2nd year student: Has studied for two year at the Academy, subjects such as Navigation, Stability, Cargo Handling, Radar and ARPA has been completed.

3rd year student: Has a theoretical background equivalent to or higher than the requirement for Watch keeping Officer Certificate class V.

4th year student: Complete theoretical studies for a Master Mariner – Bachelor of Science in Nautical Science.

Disposition of On Board Training Course

The On Board Training Course is divided into three (3) periods. Each period comprises practical studies as well as theoretical studies.

On Board Training Course 1 (15 credits)

The practical studies of this course comprise;

- ordinary deck duties (AB's duties), and;
- in addition the course should introduce the cadet to the functions and tasks of other departments on board.

On Board Training Course 2 (35 credits)

The practical studies of this course focus on;

- the duties of the watch-keeping officer at sea and in port, and;
- to a limited extent, ordinary deck duties (AB's duties) and furthermore;
- the cadet is introduced to the duties of the chief mate as far as cargo handling and planning is concerned.

On Board Training Course 3 (25 credits)

The practical studies of this course focus on;

- the duties of the watch-keeping officer at sea and in port and;
- to an increasing extent of the chief mates duties and finally;
- an introduction to the duties of the master.

Note! 1 week full-time study (internship) corresponds to 40 hours.
1.5 credits = 1 week full-time studies.

Engine Department

The students background

The students have different backgrounds. Some are school leavers, others have land-based working experience, whilst others have seagoing experience. The supervising task will therefore vary according to the students background.

1st year student: Basic Safety Course – Basic Safety Training, Tankerman (oil, chemical and gas) and Ship system and components and Maritime Technical English.

2nd year student: Has studied for two years at the Academy, subjects such as Mathematics, Thermodynamics, Strength of materials and machine elements, Maritime law and insurance and Ship machinery management has been completed.

3rd year student: Has a theoretical background equivalent to or higher than the requirement for Marine Engineer Certificate class V.

4th year student: Complete theoretical studies for a Marine Engineer – Bachelor of Science in Marine Engineering.

Disposition of On Board Training Course

The On Board Training Course is divided into three (4) periods. Each period comprises practical studies as well as theoretical studies.

On Board Training Course 1&2 (15+15 credits)

The practical studies of this course comprise;

- ordinary engine room work (motorman duties) and;
- in addition the course should introduce the cadet to the functions and tasks of other departments on board, and;
- an introduction to 2nd engineers duties, and furthermore;
- the cadet is introduced to the duties of the 1st engineers work and responsibilities.

On Board Training Course 3&4 (15+15 credits)

The practical studies of this course focus on;

- 2nd engineers duties and responsibilities, and;
- to an increasing extent of the 1st engineers work and responsibilities, and finally;
- an introduction to the duties of the chief engineer.

Note! 1 week full-time study (internship) corresponds to 40 hours.
1.5 credits = 1 week full-time studies.

Checklist for the supervisor

Example of items to plan and introduce during the first meeting

Decide upon a time and place

Where can you and the cadet meet?

One-to-one private meeting

When and how can you find this time?

Presentation

What do you want to tell about yourself and what do you want to know about the cadet? For example; where is the cadet in his education?

Information about the ship – safety

What needs to be told? Provide a short presentation of the ship and the organization on board. Make sure that the cadet receives the necessary information about safety and security onboard.

Special practical details

Any “unwritten” rules onboard that is good to know?

A rough working timetable

Can an estimation of the allocation of the cadet’s on board time be made? Inform the cadet of working hours, breaks and contact details in the case of illness.

The education concept

Obtain an overall understanding of the cadet’s education and training history and plans, this will help you gain an understanding of their present situation. For more information about the education, see the Kalmar Maritime Academy website: <https://lnu.se/sjo>

Training Manual from Kalmar Maritime Academy

Ask if the cadet has his/her own training manual to work with during the on board period.

Contact with Kalmar Maritime Academy

From the very beginning, obtain contact details of the personnel at Kalmar Maritime Academy who should be contacted in the event that a problem occurs.

Contact between the cadet and the supervisor

Decide how often you need to be in contact.

Expectations of the on board period

Compare your expectations, and reach a happy medium. Inflated expectations could lead to disappointment.

Assessment

Clarify how the assessment will take place, e.g. how often you want to go through the Training Manual.

Policy and security

Inform the cadet of any special confidentiality, security or secrecy rules on board. The cadet are expected to follow them.



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