



**Memorandum Circular No. 04  
Series of 2007**

**To** : **ALL Concerned**

**Subject** : **Assessment Guidelines for the Management Level Courses for the Marine Deck and Engine Officers**

**Date** : **18 MAY 2007**

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**Section 1. Purpose.** This Memorandum Circular implements Sections 7.8 and 18 of MTC Resolution No. 04, Series of 2005 on assessment of candidates before a Certificate of Completion under a particular function of the Management Level Course is issued.

**Section 2. Scope.** The implementation of the Management Level Courses cover the following:

1. Management Level Course for Marine Deck Officers
2. Management Level Course for Marine Engine Officers

**Section 3. Definition of Terms.**

1. Assessment Guidelines - An assessment instrument which establishes the performance measures and standards based on the competence and performance objectives defined in a particular competence table in the STCW Code.
2. Standard of Competence - The level of proficiency to be achieved for the proper performance of functions on board ship in accordance with the internationally agreed criteria as set forth in the STCW Code.

3. Performance Objectives - The list of knowledge, understanding and proficiency that represent the critical requirements for the competence of interest.
4. Performance Measures - Are observable behaviors or the observable consequences of behaviors.
5. Performance Standards - Are acceptable or target levels of standards to be achieved by the observable behavior or consequence.
6. Record of Assessment - A prescribed document where the outcome of assessment is recorded by the qualified assessor.
7. Internal Verifier - A person designated in the training center to perform the functions specified in Section 8 of this Memorandum Circular.

#### **Section 4. General Provisions.**

1. The assessor conducting assessment of knowledge, understanding and competence of seafarer shall meet the qualification requirements as specified in Section 9.3 of MTC Resolution No. 04, Series of 2005.
2. Only seafarers who have been properly assessed and meet the performance standards in the appropriate assessment guidelines documented in the prescribed Record of Assessment (ROA) shall be issued a Certificate of Completion in the particular function.
3. Training Providers shall submit a Completion Report which shall contain the list of trainees who have passed or failed the assessment for a given module or function within three (3) days from conduct of assessment.
4. Training Providers shall keep and maintain the copy of accomplished ROA for five (5) years; each accomplished ROA shall be given a reference number to be indicated in the Completion Report for verification purposes.
5. The Training Provider may designate an instructor as assessor provided that said instructor meets the qualification requirements for assessor under Section 9.3 of MTC Resolution No. 04, Series of 2005.
6. The control of the assessment process shall be responsibility of the Training Director or Internal Verifier.

**Section 5. Additional requirements for the designated Assessor.** In addition to the qualification standard procedures under Section 9.3 of MTC Resolution No. 04, Series of 2005, the designated assessor shall be:

1. Knowledgeable of the standards of competence specified in Table A-II/2 and A-III/2 of the STCW Code.
2. Familiar with the approved Assessment Guidelines herein provided and the attendant instructions thereof including the accomplishment of corresponding Record of Assessment (ROA).
3. Aware of his responsibilities in ensuring the integrity of the Certificate of Completion issued under this Memorandum Circular.

**Section 6. Assessment Process.**

1. The assessment of candidates shall consist of the following modes:
  - a. Written test consisting of a minimum of 25 questions measuring the performance and standards as specified in each Module under a particular Function in the Assessment Guidelines. The passing grade for the written examination is at least 70% or as specified in the performance standards.
  - b. Practical assessment of skills measuring the performance standards as specified in the Assessment Guidelines. Proper execution of all specified activities on the allotted time on conditions provided shall be met.
2. Training providers may, as an alternative mode, apply computer programs in carrying out the above process provided that the performance objectives, measures and standards are followed accordingly including the grading percentage.
3. Names of candidates who pass the performance standards under a particular function documented in the ROA shall be entered in the completion report for submission to the MTC Secretariat.

**Section 7. Other requirements.**

The Training Provider shall:

1. Designate an internal verifier who has completed training in instructional and assessment techniques (6.09 and 3.12) in accordance with the

provisions of this Memorandum Circular. The Training Director may act as the training provider's internal verifier.

2. Report to the MTC Secretariat any problem encountered in the implementation of the Assessment Guidelines on areas which need to be clarified.

**Section 8. Responsibilities on Internal Verifier.** The internal verifier shall ensure that:

1. Each designated assessor is equipped with the required assessment guidelines and necessary tools for assessment.
2. Only candidates who have passed the written test and practical assessment in accordance with the performance standards are listed in the Completion Report submitted to the MTC Secretariat.

**Section 9. Effectivity.**

This Memorandum Circular shall take effect upon approval.

  
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