

# Training at Sea

## Guidance for Designated Shipboard Training Officers

Merchant Navy Training Board

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This free publication can be downloaded from the MNTB website at: [www.mntb.org.uk](http://www.mntb.org.uk)

## Introduction



### What this document is about

Seagoing service is required as part of an officer cadet programme, leading to a Certificate of Competency. It is vitally important in the development of skills, knowledge and experience needed by officers in the Merchant Navy and is an integral part of the overall programme of training.

This guidance explains the basic principles and general arrangements that must be followed to ensure the sea time element of cadet training is of the highest quality, effective, and fully compliant with the requirements of the UK Maritime Coastguard Agency (MCA), who regulate and approve UK seafarer training and education.

UK Cadets follow a pattern of alternating periods of sea service and college/university-based learning. UK Cadet training is broken down into 5 phases, alternating between college learning and sea time. Phase 2 and 4 are at sea.

This guidance should be made available to all those involved with onboard Cadet training, in any capacity. It is a minimum requirement that these criteria are distributed, read and understood by the **Designated Shipboard Training Officer and other shipboard officers** that are responsible for the delivery of Cadet training.

This document has been developed by the Merchant Navy Training Board (MNTB) in conjunction with industry.

### Why has it been developed

The document has been developed to assist DSTOs and those on board with helpful information and tools during cadet's sea time phases of training.



### Who is it aimed at

All DSTOs and those on board training cadets undergoing training leading to a UK Officer of the Watch Certificate of Competency.



### Aim

The overall aim is to provide DSTOs and those on board with the necessary information for a successful sea time experience for cadets.





## Learning

All officer cadets are enrolled on approved courses at a maritime education and training establishment (nautical college/university) that lead to a professional qualification as well as a nationally recognised educational qualification. These include:

- Bachelors or Honours degree
- Foundation Degree (FD) or Scottish Professional Diploma (SPD)
- Higher National Diploma/Advanced Diploma
- Higher National Certificate/Advanced Certificate
- A course designed for postgraduate entrants
- Rating to officer conversion training

The content, duration and timings of each of the programmes will vary according to the particular course, but the core knowledge required for MCA certification requirements for onboard training are the same for all.

Cadet training in the UK is broken down into periods, commonly referred to as phases, of which there are five, alternating between college learning and sea time:

- Phase 1 – College/University learning
- Phase 2 – Sea time
- Phase 3 – College/University learning
- Phase 4 – Sea time
- Phase 5 – College/University learning

Cadets are entitled to periods of leave at college and from sea time placements which the sponsoring company/training management company will provide details of these to the cadet.

On occasion, cadets may be asked to sail in areas of high risk (HRA). In the unlikely event that this happens, the sponsoring company/training management company should ensure that the cadet is fully aware of the risks and mitigations that are in place.

Cadets will be provided with a copy of the grievance procedure and complaints procedure by the sponsoring company/training management company. They must be encouraged to use these should the need arise and be reassured that any grievance or complaint they make will not affect their cadet training.

**College/University learning:** Phases at college/university are used to develop the skills, knowledge and understanding which underpins competent performance required to gain a UK Certificate of Competency and educational qualifications.

The college/university learning covers specific modules as well as mandatory short courses, covering safety and technical training subjects, which are integrated into the academic learning, including:

- Basic training (Personal survival techniques, Elementary first aid, Fire prevention and firefighting, Personal safety and social responsibility)
- Entry into Enclosed Spaces
- Proficiency in Security Awareness
- Proficiency in Survival Craft and Rescue Boats
- Advanced Firefighting
- Medical First Aid
- Designated Security duties
- Human Element, Leadership and Management (Operational level)
- Workshop skills (engineer and electro-technical cadets only)
- High Voltage power systems (engineer and electro-technical cadets only)
- Efficient Deck Hand (EDH) (deck cadets only)
- GMDSS (GOC) (deck cadets only)
- Navigation Aids and Equipment Simulator Training (NAEST) (Operational level) (deck cadets only)
- Signals (deck cadets only)



## Sea time

Training delivered on board should be planned and progressive to ensure the quality of training is achieved.

Cadets are classed as 'supernumerary' on board and are on board to learn. However, it is acknowledged that cadets should take advantage of the opportunities that may arise on board in addition to those tasks in the Training Record Book (TRB).

Should a cadet request it, details of the sponsoring company/training management company's grievance policy/complaints procedure should be available.

If a DSTO or anyone on board has any questions regarding cadet training, these should be referred to the company training officer for response.



## What is expected

- A designated shipboard training officer (DSTO) shall be assigned to a Cadet
- The DSTO supports the completion of their Cadet's Training Record Book
- The DSTO shall deliver quality and relevant training or facilitate through their Officers and crew

When a cadet joins the ship, within the first 24 hours, the DSTO shall prioritise familiarisation with:

- Onboard safety procedures, including muster station and any assigned duties
- Guided tour of the ship, including accommodation and living arrangements
- Introductions to key shipboard personnel, including a 1:1 meeting with the Master or Chief Engineer (as appropriate)
- The onboard policies and procedures



## Training Record Book tasks

All cadets require tasks in the Training Record Book appropriate to the stage of training to be completed. Although it is the cadet's responsibility to maintain and complete the tasks, regular meetings should be held with the cadet to ensure the TRB is being correctly completed and that all required tasks are signed off before leaving the vessel.

As a general rule, during Phase 2, all 'progressing' tasks should be completed and signed off, and by Phase 5, all tasks should be signed off and the Training Record Book completed. Cadets should also ensure that their workbook is complete as well as the shipboard testimonials.

In general, the order in which the tasks are undertaken in the Training Record Book will be influenced by:

- The operational requirements of the vessel
- The overall rate of progress of the officer cadet
- The length of time on board

Some Cadets will be required to complete Work Based Learning (WBL) modules during their sea phases. The WBL may be research or project-based, and officer cadets will require time to undertake them in addition to their training record book tasks. The DSTO must ensure that time is allocated, usually one day a week for study, within a Cadet's working hours, to complete the TRB tasks.

***This must not be completed in a Cadet's personal time on board and internet access shall be provided where possible.***



## Watchkeeping duties

- Deck Cadets require at least six months of their minimum twelve months qualifying sea service bridge watchkeeping under the supervision of a certificated deck officer. These duties should include keeping a look-out on the bridge or acting as helmsman.
- Engineer or Electro-Technical Cadets require at least six months of their minimum eight months qualifying sea service with engine room watchkeeping, or assisting the duty engineer officer in a ship with unmanned machinery spaces under the supervision of a certificated engineer officer;



## Testimonials

- The MCA requires all cadets to have testimonials covering conduct and performance on board ship.
- If an endorsement for service on tankers carrying oil, chemicals or liquefied gas is required at the end of the training programme, reports of such service must be completed.
- The testimonials included in the Training Record Book should be used for the above purposes. Unless there are exceptional circumstances the Master(s) or Chief Engineers(s) of the ships in which qualifying sea service has been performed, must sign the required testimonials.



## Roles and Responsibilities

COMPANY TRAINING OFFICER	MASTER/CHIEF ENGINEER OFFICER	DESIGNATED SHIPBOARD TRAINING OFFICER	OFFICER CADET	COLLEGE/ UNIVERSITY
Manage the overall training programme, including liaison between ships, colleges, the company, MNTB and MCA	Provide the link between the company training officer and the shipboard training officer to ensure the effectiveness of onboard training	Responsible for arranging practical training at sea with the appropriate Officer/ crew on board	Responsible for completing all tasks required in the Training Record Book	Provide approved courses to develop skills, knowledge and understanding
Monitor and review overall progress of the officer cadet, including inspection of college reports and records of shipboard training	Monitor and review the progress of shipboard training	Record and monitor progress and be responsible for liaising with Company Training Officer	Take advantage of the opportunity for learning and developing skills	Develop and assess Work Based Learning modules, in collaboration with sponsoring companies
Provide guidance, progress reports and action plans as required to officer cadets and shipboard staff	Ensure continuity of the cadet's shipboard training and support throughout their sea service	Provide all required ship information, signatures and testimonials	Must keep on track with learning and escalate training needs to DSTO, when required	Review and provide reports on officer cadet progress in a timely manner