



South African Maritime Safety Authority

Ref. SM 6/5/2/1
SM 14/2/7/1
SM 9/2/2

Date: 3 July 2020

Marine Notice No. 37 of 2020

Approval of e-learning for accredited courses (E-learning for Seafarer Training, Assessment and Certification)

TO ALL PRINCIPAL OFFICERS, SAMSA EXAMINERS, TRAINING INSTITUTIONS, SHIP OPERATORS, CREWING OFFICERS AND LECTURERS, TRAINING FACILITATORS, AND ASSESSORS

Summary

To provide guidance to SAMSA Examiners in the assessment of Applications for SAMSA Accredited Courses and Programmes presented using e-learning methods. To provide guidance to institutions in the provision of e-learning courses and programmes accredited by SAMSA under the Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013, as amended (the Regulations).

1. This Marine Notice seeks to advise the public that from the time of publication of this Marine Notice, SAMSA will consider and assess applications for accreditation of courses presented through e-learning methods.
2. The approval of e-learning will be in accordance with the annex to this Marine Notice, in addition to the standard accreditation requirements found on the [SAMSA Website](#).
3. Enquiries may be directed to the Office of the Chief Examiner via e-mail to exams@samsa.org.za

3 July 2020

SM 6/5/2/1
SM 14/2/7/1
SM 9/2/2

Issued by and obtainable from:
The South African Maritime Safety Authority
146 Lunnon Road
Hillcrest, Pretoria 0083

PO Box 13186
Hatfield 0028

Tel: +27 12 366 2600
Fax: +27 12 366 2601
E-mail: marinenotices@samsa.org.za
Web Site: www.samsa.org.za

Annex – Approval of e-learning requirements

Background

1. Noting that Section B-I/6 of the STCW Code of the International Convention on the Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (the STCW Convention) recommends that parties to the STCW Convention may allow training of seafarers by "...e-learning in accordance with the standards of training set out in Section A-I/6..."
2. SAMSA has developed a system to assess applications for approval of e-learning programmes and courses for training of seafarers, to supplement the current accreditation programme.
3. The approval of e-learning will be based on the system of Synchronous E-learning, where a course is actively run by a facilitator.
4. The approval of e-learning will only be for Institutions who are already accredited to deliver specific "face-to-face" (Traditional Instruction) courses, where e-learning (online learning) will be an alternative method of delivering the same training.

Application process

5. e-Learning will be approved for the following courses:
 - 5.1. Passenger Ship Crowd Management Training
 - 5.2. Security Awareness
 - 5.3. Designated Security Duties
 - 5.4. Ship Security Officer
 - 5.5. Personal Safety and Social Responsibility
6. All academic programmes may be considered for Blended Learning (combination of Online and Classroom Learning) only.
7. Applications for approval of E-learning may be made by e-mail to the Office of the Chief Examiner via e-mail to institutions@samsa.org.za with the following information included in the application:
 - 7.1. A letter of application, providing the following details:
 - 7.1.1. The list of course(s) to be accredited for E-learning
 - 7.1.2. The platform used to host the system (i.e. Moodle, Chamilo, Open edX, Adobe Captivate Prime, etc.)
 - 7.1.3. The current expiry dates of the Accredited courses seeking to be approved for e-learning
 - 7.2. Course description(s) per individual course, providing details in the course delivery

System requirements

8. The e-learning system should:

- 8.1. Be secured from tampering and attempts to hack into the system;
- 8.2. Be suitable for the selected objectives and training tasks to meet the competence level for the subject covered;
- 8.3. Have clear and unambiguous instructions for the trainees to understand how the programme operates;
- 8.4. Provide learning outcomes that meet all the requirements for the underpinning knowledge and proficiency of the subject;
- 8.5. Be structured in a way that enables the trainee to systematically reflect on what has been learnt - through both self-assessment and facilitator-marked assignments; and
- 8.6. Provide professional tutorial support through online communications.
- 8.7. Websites should be user-friendly, and of a suitable quality to enable the student to learn effectively
- 8.8. Web links should be functional.
9. The institution shall, through the e-learning system, provide for:
 - 9.1. Keeping of records for at least 5 years.
 - 9.2. Have a minimum of 90% uptime during the course
 - 9.3. Provide for backup of information to safeguard against loss of data
 - 9.4. Site approval and SSL certificates installed in compliance with the Protection of Personal Information Act 4 of 2013
 - 9.5. Where institutions do not own the domain, they shall backup the data upon completion of each course to prevent data loss

Course structure and set-up

10. The course shall follow the requirements set-out in the appropriate Standard of Training and Assessment (STA).
11. Each course must be set-up to allow for candidates to complete the courses within a limited amount of time, such that:
 - 11.1. A course required to be completed in X days, must be completed in X days;
 - 11.2. Where students are required to complete certain modules before proceeding to the next, these must be followed sequentially.
 - 11.3. Each formative and summative assessment must be timed, in accordance with the time allocated for the same in the classroom
 - 11.4. Students must have two opportunities to complete a formative assessment, whereupon the facilitator must intervene to establish the challenge the student is having before allowing for the third attempt. A candidate who fails to successfully complete the third attempt may be disqualified from completing the course.

- 11.5. Students will have one opportunity to complete the final assessment, with two re-writes permitted. Students who fail the re-write will be required to re-attend the course in full. Each re-write must be a different assessment from the first assessment.
12. Facilitators must communicate the times which they will be available online to discuss and address any students concerns.
13. Students enrolled on the course should additionally have reasonable access to facilitators for the duration of the course.
14. The course shall have an e-learning system orientation built in to enable the students to use the e-learning system.
15. The institution shall determine the eligibility of the student to attempt the final (Summative) assessment. This shall be done by assessing competencies through the formative assessments, and if necessary – attendance of the traditional course should be considered.

Assessments and Examinations methods

16. Each submission for accreditation of an e-learning course shall provide details of all the assessments forming part of the course.
17. The assessments (both formative & summative) may be in any of the following formats, including a combination thereof:
 - 17.1. Timed Written Assessments (Question & Answers) – mandatory in any Summative Assessment
 - 17.2. Assignments
 - 17.3. Quizzes (in place of multiple-choices, true or false assessments)
 - 17.4. Participation in a topical discussion (meeting and/or blog discussions)
18. The composition of the final mark shall be a combination of the formative and summative assessments, provided that candidates are required to pass the summative assessments.
19. Students shall complete at least two-thirds of the formative assessments, those who do not shall be considered unsuccessful in the course, and must re-attend the course (without writing the final summative assessments)
20. The paragraphs above primarily focus on assessments for short courses. Academic programmes shall follow pedagogical practices approved with the course accreditation, with assessments being adapted for e-learning

Quality of Online Training

21. Each course shall meet the requirement of the appropriate STA and shall be based on the traditional SAMSA Accredited (face-to-face) course.
22. Students must have access to download the following documents for a further 24 hours from the time the course ends:
 - 22.1. Course Content

- 22.2. Any handouts or further reading material
 - 22.3. Any statutes required to be made available by the relevant STA
 - 22.4. Published material (may not be downloadable or copywriter protected)
23. All students shall participate in or complete 90% of the prescribed activities, otherwise they are not permitted to complete course.

Form & verification of authenticity of Certificate issued via e-learning

24. A candidate who successfully completes an e-learning course approved under this process shall be issued with a digital Certificate of Successful (PDF) completion of the Course in the form prescribed in the Appendix. This shall be supplemented by the printed certificate being issued in the form prescribed in POP-503
25. A candidate who does not successfully complete the course shall be issued with a statement of result indicate such non-fulfilment of the requirements.
26. All certificate and result shall be made available online, with appropriate security features, for students to download and use as soon as results are verified internally.
27. The institution shall ensure that all certificates issued in this manner are verifiable by employers and SAMSA Officials for official purposes.

Control, Supervision and Monitoring of the Training

28. The e-learning system submitted for approval shall be auditable, and provide metadata about the courses run. Such metadata consist of the following:
- 28.1. Course start and finish times
 - 28.2. Attendance record of compulsory online sessions (video, blog discussions, live fora etc.)
 - 28.3. Record any launching of assessments and submissions of responses by the candidates.
 - 28.4. All certificates available for candidates to access electronically for at least one month.
 - 28.5. Assessment records
 - 28.6. Online Registration forms, including supporting documents
 - 28.7. Course feedback forms
29. The e-learning system shall allow for the SAMSA examiner to attend/participate in the course for the purpose of Control, Supervision and monitoring of training (such persons may not be granted a certificate of completion).

Transitional Arrangements

30. The provisions of this requirements comes into effect on day of publication.

Appendix – Form of Certificate

The format of certificate on the next page

Name and/or Logo of Institution (including contact details)

Certificate of Completion

<<Certificate Number>>

This is to certify that

<<None Such Person>>

of ID/Passport Number

<<900101 1352 489>>

has successfully completed the course, via e-learning, in

<<SAMSA Approved Course Name>>

in accordance with the provisions of **Section** <<number>> of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended, and the South African Maritime Qualifications Code.

this course has been approved by the South African Maritime Safety Authority on behalf of the Government of South Africa.

Date of Issue <<11 August 2016>>

Valid until <<10 August 2021>>

<<first_name>> <<last_name>>

Assessor's Name

Assessor's Signature

Additional logo's (including SAMSA Logo where necessary)