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## Annual programme review seminar

Thursday 27 April 2017

**Seminar report**

**Introduction**

1. The Annual Programme Review seminar was well attended by sponsoring companies, college and university staff, officer cadets and rating apprentices, with representation from the MCA, Nautilus International and the RMT. Officer cadet and rating apprentice attendance is very valuable, providing the opportunity to hear first-hand from these new entrant trainees about their training and for them to provide input into specific review issues. This year has seen the highest number of trainees at this meeting and the MNTB is grateful to companies and colleges/universities for enabling their attendance. The list of attendees is provided at Appendix A.

2. The programme and purpose of the seminar is provided at Appendix B. This report and all seminar presentations (as identified in para 3, below) will be made available on the MNTB website in the MNTB seminar section of the Industry Information pages.

**Presentations**

3. Following the welcome and introduction by the chairman, Kevin Slade, the update on cadet training programmes was provided by Glenys Jackson, MNTB Director. This covered programme statistics, the SMarT Plus strategy, training berths, industrial experience for engineering officer cadets and the update of Training Record Books that is under way. Mark Burgess, MNTB Training Development Manager, provided information about the Ratings Task Force and related apprenticeship strategy, MNTB website ratings information and rating apprenticeship numbers.

4. The following presentation by Delowar Hossein, MCA deck examiner, covered information about TRB completion and oral examination pass rates for the last year. It should be noted that, whilst the oral pass rates look poor (some 53.4% for deck and 75.5% for engineering), these include those on the overseas experienced seafarer routes, which the MCA confirmed have a lower pass rate than UK officer cadets. For future reference, the MCA has offered to identify UK only pass rates.

5. Presentations were provided by each of the colleges and universities offering cadet and/or rating apprenticeships, so that the overall picture of new entrant training provision across the UK was covered. NB – several providers were unable to attend, in which instance their programme information was covered by Glenys Jackson, and as such, no powerpoint presentations were available from Orkney College and North Kent College.

**Workshop sessions**

6. Workshop sessions took place covering the four specific aspects highlighted in Glenys Jackson’s presentation, in para 3, above. The briefing notes for these are provided at Appendix C. Bullet point feedback from the workshop discussions is as follows:

Workshop 1 – SMarT Plus

* number of companies involved – depends on individual company model
* split of cadets – SMarT Plus all or SMarT continue all
* post certification period – should be sea time required to second CoC
* entry routes – HNC vs HND
* how will funding be processed and paid – milestones/front loaded
* should there be a total revamp of SMarT
* how can employment period be enforced – number, rather than named individuals
* role of maritime charities
* increase retention rates

Workshop 2 – Training berths

* increase berths by 50%
* training ships identified – Patricia, Sea Trident, St Helena
* bare boat charters
* for tasks in TRBs, ie ship handling, splicing etc
* concerns are:
* more trainees more pressure on ship staff – ie not able/willing . MN training officer, ie external to company and specific to training ships. Seminars to encourage training culture
* training ships – good as supplement, no replacement for experience on real ship under commercial pressure and time on training ship should be limited
* where is funding coming from? Possibly the MEF might agree to fund a small number of training officers

Workshop 3 - Industrial experience for engineer officer cadets

* guidance needs to be improved
* enough time in programme
* availability of quality berths
* effectiveness of on board training officers require better guidance
* train the trainer
* co-ordinate college phasing for bottlenecks
* does office time count, ie reading detailed diagrams – MCA guidance required
* dockyard time – what is capacity and costs

Workshop 4 – Training Record Books (TRBs)

* require a freshen up
* some information, eg, CTO review sheets, could be on one page at the front of the TRB
* no duplication
* DVDs not required – the content should be on website
* workbook needs restructure – specific tasks
* two signatures required on all tasks – could this be one signature once cadet is satisfactory
* MCA guidance required on tasks that may be completed at college (not to be shared with cadets)
* format – shading is wrong in some areas

Workshop 5 (cadets) – Training Record Book e-learning

* would be a valuable additional resource
* clarity on the minimum standard required per task
* guidance for cadets and especially onboard training officers
* safety
* access to internet/USBs/DVD/lack of laptop/videos
* offline fomat
* aid to learning
* relevant – generic rather than specific
* e-learning would be a supplement to the TRB, not a replacement

Workshop 6 (apprentices) – Training Record Book

* not enough guidance for officers
* officers nervous about the future responsibility of signing tasks
* change of wording from proficient (to satisfactory)
* reflective log
* briefing about the use of TRBs
* overall preparation and team brief

**Seminar outcomes**

7. Specific detail from the SMarT Plus discussion will be fed in to the UK Chamber, Nautilus International and MNTB working group to help firm up the case for SMarT Plus.

8. Training berth information will be considered by the MNTB Futures Working Group, with specific interest and potential in the development of mobile Merchant Navy training officers.

9. With regard to Industrial experience for engineer officer cadets the MNTB Technical Committee will consider further guidance to colleges and companies – including on board training officers, and from the MCA re appropriate time periods and dockyard experience.

10. The feedback from the Training Record Book workshops will be fed into the current TRB update working group being convened by the MNTB.

**Appendix A**

Programme Review Seminar Attendees

| **Name** | **Organisation** |
| --- | --- |
| Iftekhar Ahmed | Maritime & Coastguard Agency |
| Aryan Arabshahi (SPD Phase 5 Engineer) | City of Glasgow College |
| Julie Arnold | Shell |
| Simon Ashton | South Tyneside College |
| Rachel Astell (HNC Phase 3 Deck) | City of Glasgow College |
| Leigh Reid Atanasov | Anglo Eastern |
| Neil Atkinson | Fleetwood Nautical Campus |
| Glyn Barker | Chiltern Maritime |
| Kayleigh Barlow | P&O Ferries |
| Tom Baxter (FD Engineer) | Warsash Maritime Academy |
| John Bazley | Warsash Maritime Academy |
| Chris Blair | Clyde Marine Training |
| Victoria Bonner | Serco |
| Fena Boyle | Merchant Navy Training Board |
| Mark Burgess | Merchant Navy Training Board |
| Thomas Campbell | Northern Marine Manning Services |
| Mark Carden | RMT |
| Zachary Carleton Green (ETO Cadet) | Warsash Maritime Academy |
| Billy Chambers (Crewing Assistant) | DFDS |
| Ryan Christopher (Engine Room Rating Apprentice) | P&O Ferries |
| Lee Clarke | V Offshore (Isle of Man) |
| Ross Cleland (FD Deck cadet) | South Tyneside College |
| Julie Coomber | SSTG |
| Nicola Crawford | City of Glasgow College |
| Kristy Dawson | Carnival UK |
| Lorraine Depuis-Carr | RFA |
| Craig Docherty (SPD Phase 5 Engineer) | City of Glasgow College |
| Elizabeth Dykes | Fleetwood Nautical Campus |
| Rachel Eberlein | SSTG |
| Dawn Edwards | Warsash Maritime Academy |
| Augustine Ejeh (FD Engineering cadet) | South Tyneside College |
| Angus Ferguson | City of Glasgow College |
| Nicola Gallagher | Shell |
| David Gee | RFA |
| Andy Gordon | Carnival UK |
| Steven Gosling | Nautilus International |
| Chris Guthrie | Serco |
| James Hallé | Princess Cruises |
| Colin Higgins | Fleetwood Nautical Campus |
| Brady Hogg | Fleetwood Nautical Campus |
| Connor Holmes (Deck Rating Apprentice) | P&O Ferries |
| Delowar Hossain | Maritime & Coastguard Agency |
| Kerry Hourihan | Department for Transport |
| James Hughes (HND Deck) | Warsash Maritime Academy |
| Gareth Humphreys (FD Phase 5 Deck) | Fleetwood Nautical Campus |
| Glenys Jackson | Merchant Navy Training Board |
| Matthew Jaenicke | Viking Recruitment |
| Martin Jones | South Tyneside College |
| Barbara Kelly | Liverpool John Moores University |
| Ned Kelly | Northern Lighthouse Board |
| Luke Kelly-Granger (FD Deck) | Warsash Maritime Academy |
| Sean Knight (Deck Apprentice) | DFDS |
| Richard Matthew | Conway MN Trust |
| Alastair McCallien | Plymouth University |
| Corey McGinn (HND Phase 3 Deck) | Fleetwood Nautical Campus |
| Richard McGinily | RFA |
| Steve McMenemy | RFA |
| Robert Merrylees | UK Chamber of Shipping |
| Paul Morter | Red Ensign |
| Kim Mulcahy | National Maritime College of Ireland |
| Adrian Mundin | UK Chamber of Shipping |
| Aidan Murphy | Clyde Marine Training |
| Reza Nosrati | Maritime & Coastguard Agency |
| Jack O'Leary (FD Phase 5 Engineer) | Fleetwood Nautical Campus |
| George Palmer (HND Phase 3 Engineer) | Fleetwood Nautical Campus |
| Andrea Parkin | RFA |
| Sandra Petcher | Warsash Maritime Academy |
| Alister Quinney (SPD Phase 3 Deck) | City of Glasgow College |
| Mike Reeves | Conway Merchant Navy Trust |
| Toby Scrivener (Deck Rating Apprentice) | P&O Ferries |
| Kevin Slade | Merchant Navy Training Board |
| Elizabeth Stanley (FD Deck) | Warsash Maritime Academy |
| Nicola Steer | DFDS |
| Donna Stevens | Merchant Navy Training Board |
| Matthew Stewart | City of Glasgow College |
| Vicki Tait | Anglo Eastern |
| Lewis Thomas (Apprentice) | Northern Lighthouse Board |
| Graeme Thomson | Maersk Crewing Ltd |
| Steve Watkins | North Kent College |
| Sam Williams (Deck Rating Apprentice) | P&O Ferries |
| Mike Willis | P&O Ferries |
| Jordan Wilson (Apprentice) | Northern Lighthouse Board |

**Appendix B**

## Programme Review Seminar Programme and purpose of the day

Chair: Kevin Slade, MNTB Chairman

| **Time** | **Title** | **Speaker** |
| --- | --- | --- |
| 1000 | Coffee |  |
| 1030-1040 | Welcome, introduction, purpose and format of the day | Kevin Slade |
| 1040-1100 | Update on programmes Cadet training  Rating apprenticeships | Glenys Jackson Mark Burgess |
| 1100-1110 | MCA update, written and oral examinations and Training Record Book (TRB) completion | Delowar Hossain |
| 1110-1240 | Programme provision and availability 2017/18 (officer cadets and rating apprenticeships) | College/university representatives |
| 1240-1325 | Lunch |  |
| 1325-1330 | Introduction to workshops | Glenys Jackson |
| 1330-1415 | **Workshop 1** – SMarT Plus | Glenys Jackson |
|  | **Workshop 2** – Training berths | Kevin Slade |
|  | **Workshop 3** – Industrial experience for engineer officer cadets | Adrian Mundin |
|  | **Workshop 4** – Training Record Book update | Donna Stevens |
|  | **Cadet workshop** – TRB e-learning | Fena Boyle |
|  | **Apprentice workshop** – Apprenticeship Programme and TRB feedback | Mark Burgess |
| 1415-1445 | Workshop feedback | All |
| 1445-1500 | Plenary and action points | Kevin Slade |
| 1500 | End |  |

The purpose of the day is to:

* give an overview of MNTB new entrant seafarer programmes and related aspects
* provide the picture of new entrant seafarer training provision and availability
* provide an MCA update on written and oral examinations and TRB completion
* provide the opportunity to discuss and provide feedback on a range of training aspects, including SMarT Plus, training berths, industrial experience for engineers, Training Record Book management, use and updating requirements

**Seminar sessions**

*Update on programmes – officer cadet and rating apprenticeship numbers; SMarT Plus; training berth strategy, ratings training and apprenticeship strategy*

*Feedback from the MCA relating to officer cadet written and oral examinations and TRB completion*

*Programme provision and availability – college and university presentations*

*Workshop sessions – for trainees, companies and colleges/universities to discuss specific aspects of SMarT Plus, training berths, industrial experience for engineer officer cadets, Training Record Book management, use and review requirements*

*Workshop feedback - to receive key points from the workshop sessions*

*Plenary and action points – to summarise and identify specific actions to be taken forwards*

**Appendix C**

**Workshop Briefing Notes**

Workshop 1 - SMarT Plus

The SMarT Plus proposal has been developed by the UK Chamber of Shipping, Nautilus International and the MNTB over the past year. In essence, it has proposed an increased rate of SMarT funding to companies that agree to employ the cadets they have trained for a defined post-certification employment period. A number of companies have identified that they would increase the number of cadets that they sponsor, and the Chamber recognises the need and has an ambition for the industry to increase the number of cadets entering training annually to 1,200 by 2020 to grow its global market share of officers.

SMarT Plus has received favourable interest from DfT officials and the Shipping Minister but further information is required to support the business case for an increase in the SMarT budget, from the current £15m to some £30m per year, in line with cost modelling carried out by the Chamber.

This workshop provides the opportunity to discuss and feedback on the following:

* the likely number of companies that would take up SMarT Plus;
* within those companies, the spilt of cadets on SMarT Plus and those remaining on the standard SMarT rates – i.e. might some companies put all their cadets on SMarT Plus?;
* should the post-certification employment period be twelve months, as identified in the original SMarT Plus proposal, or a period sufficient to obtain the required sea service for the second CoC?
* how might SMarT Plus funding be paid – what might be a suitable funding model?
* how might the 4th year (employment period) be enforced?

Workshop 2 – Training Berths

During the past year an MNTB board-level working group has been considering the availability of training berths. It seems to be an ongoing issue that companies variously report, of difficulties in securing the required number and quality of berths at the times they require them, particularly given current college phasing patterns and huge demand on berths during the summer months particularly. The introduction of rating apprenticeships may also be having an impact for some companies in this regard.

The move to the new Officer Cadet Training Standards, which provide flexibility in phasing timings, will assist colleges/universities in better balancing their range of programmes by delineating sea phases differently going forwards. Companies are encouraged to work with training establishments in their programme design to ensure there is suitable and sufficient variability between and across different officer cadet programmes.

In addition, the MNTB is considering a number of other options for training berths and ‘training platforms’ that could support the industry in a number of way as it moves towards the proposed increases in cadet numbers and rating apprentices.

This workshop provides the opportunity to discuss and feedback on the following:

* the proposal for a dedicated training platform through utilisation of an existing vessel;
* to liaise with the RFA about potential time charter arrangements of an RFA vessel with a suitable readiness profile as a ‘training ship/platform’;
* to work with specific ferry companies that would be prepared to make spare out-of-season berths available for training berth purposes;
* the proposal for a new Royal Yacht (as an ‘exhibition ship’) to replace Britannia, with utilisation of berths for officer cadet and rating apprenticeship training;
* to identify other opportunities to ensure sufficient and suitable training berths

You will need to consider the practicalities of securing, converting (if required), running, utilising, any vessel/berths.

Workshop 3 – Industrial Experience for Engineer Officer Cadets

The need for 12 months sea time and workshop skills/industrial experience for engineers (of which six months must be watchkeeping duties), stemming from the 2010 Manila amendments to STCW, has increased this overall period for engineers. It is also the case that a small number of sea time tasks in the Training Record Book provide challenges for cadets to achieve and companies to provide, depending on vessel/berth availability. Additionally, companies variably highlight issues with regard to engineering skills capability and expertise of officer cadets and junior officers (although admittedly not of late!). Colleges and companies alike seek to ensure that appropriate sea time, workshop skills and enhanced workshop skills, and industrial experience provides for the full range of skill development and training opportunities.

A new specific initiative has been identified to place cadets into two Royal Navy dockyards engineering environments for six/eight week placements. Don Millar of Chiltern Maritime is to be thanked for identifying and trialling this initiative.

This workshop provides the opportunity to discuss and feedback on the following:

* issues in achieving the 12 months sea time and workshop skills/industrial experience;
* existing/new/innovative ways that are already in place to achieve the above;
* the potential for utilising the RN work placements at Portsmouth and Devonport (Plymouth) dockyards.

You will need to consider the practicalities of accessing and utilising work placements etc, including the issue of MCA approval as part of the 12 months requirement for any proposals to be put forwards.

Workshop 4 – Training Record Book update

MNTB Training Record Books (TRBs) are due an update. Review activities have been undertaken with a range of officer cadets. Companies and colleges are now asked to identify any specific aspects of the TRBs that they are aware of that would benefit from updating.

Feedback should be provided on the following:

* the need to update the format and layout of the TRB
* the need to update the guidance pages;
* the need to update any specific tasks;
* the need to update the workbook guidance/examples.

Please be specific about each of the above where possible.

Variability in the way the use and completion of TRBs is explained by both company and college staff has been noted, and participants are asked to identify points of good practice from the perspective of both company and college staff.

Information from this session will be fed into the TRB updating working group that is commencing in June.

Cadet Workshop – TRB e-learning

MNTB Training Record Books (TRBs) are due an update.  Review activities have been undertaken with a range of officer cadets.  Officer cadets are asked to identify how e-learning can be used as a supplement to the TRB and enhance the sea phase learning experience.

Feedback should be provided on the following:

* the purpose of an e-learning element to the TRB;
* the tasks in which e-learning would be the most useful for ship board tasks that are sometimes difficult to complete;
* the tasks in which e-learning would not supplement the TRB in a productive manner;
* the platforms on which the e-learning would be the most accessible for officer cadets to use on-board ship;
* how the e-learning product would fit in to the on-board work environment i.e. how the DSTO would effectively use this this to explain tasks;
* other

Please be specific about each of the above where possible.

Participants are asked to identify points of good practice in the use of e-learning provided by college/ additional sources.

Apprentice Workshop – Apprenticeship Programme and Training Record Book Feedback

The MNTB works with shipping companies, colleges, Nautilus International and the RMT seafarer trades unions and the Maritime and Coastguard Agency to develop the overarching training requirements for apprenticeship programmes. Your company and college then puts the training course together for delivery.

The MNTB is keen to hear how your training is progressing and your thoughts on the apprenticeship you are undertaking so that it can be refined where necessary.

Please highlight the good points of your apprenticeship training.

Are there any parts of the apprenticeship you think could be improved on?

Is there anything you think should be included in the apprenticeship that isn’t currently in your course?

The MNTB Training Record Books (TRBs) are due an update and you have the opportunity of providing feedback to the MNTB working group on your TRBs.

Please highlight what you think is good about the TRB.

Are there any parts of the TRB that could be improved on? Think about:

* the format and layout;
* the guidance pages;
* specific tasks
* any other?