



Training centre recognition submission

Submissions must be made to recognitionsservices@mntb.org.uk

For office use only	
Reference Number	
UK Chamber of Shipping Membership	

Name of training company/organisation:	
Address:	
Contact name for the submission and position in the company/organisation:	
Email address:	
Phone number(s):	
Signature of contact person:	
Date:	

On receipt of this submission form, an invoice for £250 will be sent to the below contact. The submission will only be processed on receipt of this fee and in line with the process identified in the accompanying MNTB training course recognition process and criteria document. This fee is not applicable to UK Chamber of Shipping Members.

Centre recognition criteria

The following recognition criteria have been defined based on the MNTB Good Practice Guidelines.

For each of the criteria, please provide your written explanation/detail. In providing supporting information with your application, *this should be referenced to the relevant recognition criterion, with precise details of the documentation and page number(s) to which it refers. NB, it is not sufficient to merely say that this information is provided with the documentation, precise detail for the reference must be included.*

It is not the case that all criteria or all aspects of a criterion must be met, as some may not be relevant to a specific course. Where a criterion or any aspect of a criterion is not applicable however, this should be stated, with an explanation of why this is the case.

MNTB centre recognition is not connected in any way with international or national regulatory certification and cannot be used to claim certification of any type from any organisation/body.

All documentation and materials will be completely confidential to the MNTB and its appointed evaluators.

Criterion 1 – Meeting industry/employer needs

This criterion requires evidence of industry needs for the training courses offered by the centre. This should include the range of courses and clients (companies and individuals), repeat and new business.

To fully meet this criterion it is expected that evidence-based information and detail will be provided, identifying industry need for, and use of, the range of training provision. Information should include:

- the number of client companies, their types and sizes (i.e. SME, large);
- the number, range (i.e. full list) and availability of courses provided;
- numbers and range of individuals independently accessing courses (e.g. seafarers/divers/fishers etc);
- number of companies providing repeat business;
- number of new client companies over a defined timescale.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 2 – Reputable company/organisation and sound ongoing business model

This criterion requires evidence and detail of the company/organisation's reputation and business model, including its vision and mission/aims and objectives and strategic plan.

To fully meet this criterion it is expected that evidence-based information and detail is provided covering:

- company/organisation structure and organisational chart;
- detail of senior leadership/management and specific staff responsibilities for

- managing, operating and running the centre and its training provision;
- strategic plan, including vision and mission/aims and objectives;
- company/organisation achievements as identified within current review documentation;
- company/organisation and senior leadership/management membership of industry/local/specific organisations and bodies/accolades received/specific achievements.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 3 – Appropriate premises, facilities, equipment and staff resources

This criterion requires detail of the premises, facilities and equipment provided, and staff resources available to deliver the range of courses offered.

To fully meet this criterion it is expected that detail is provided covering:

- i) premises – the type, nature and layout of the building and its suitability for the courses provided
- ii) facilities – including office, teaching and learning areas; reception, cloakrooms, toilets and showers/washrooms; meal, refreshment and relaxation facilities, covering course attendees and staff; plus parking, storage and any other ancillary areas;
- iii) equipment – including generic (e.g. teaching and learning area IT equipment etc); specific (e.g. breathing apparatus; life-rafts etc) along with a precis of the numbers/amount of specific equipment relevant to each particular course and related usage, generic replenishment/replacement policy statement and budget allocations - unless specific ones exist relevant to specific courses;
- iv) staff resources – including course management, admin, teaching and learning (trainers and assessors); specific facility and cleaning staff. Include HR policies for employing contract staff and how the suitability, effectiveness and currency of teaching and learning staff is assured for the courses taught.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 4 – Quality management system

This criterion requires evidence of the quality management system (QMS) in place to cover all aspects of training provision.

To fully meet this criterion it is expected that a defined quality management system is in place that covers all aspects of training provision, including course administration; premises, facility and equipment management and upkeep; teaching and learning provision; staff HR policies (NB – it is required that trainers will have teacher/lecturer/train the trainer/coaching expertise); record keeping and data protection policies; health and safety policies; and continuous improvement of each of the aforementioned. This could be identified and evidenced through relevant documentation for:

- i) ISO 9001;
- ii) classification society/other body QMS;
- iii) internal (i.e. non-certificated/non-approved) company QMS;
- iv) other.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 5 – Centre and training provision information

This criterion requires evidence of the information provided by, and about, the centre and its training provision through the range of web/internet-based and printed media and materials used for that purpose.

To fully meet this criterion it is expected that the range of web/internet-based and printed media and materials used to provide information about the centre and its training provision is evidenced as being accurate, up-to-date and comprehensive, covering:

- i) the company and centre premises, facilities, equipment and staff resources;
- ii) the range of courses provided;
- iii) their availability and length (days)
- iv) course session timings and breaks, confirmation of the length of the training day* and any requirement for study/work to be undertaken outside of course attendance;
- v) course aims and objectives/learning outcomes;
- vi) specified entry requirements;
- vii) ratio of trainers to participants;
- viii) development of skills and/or knowledge and/or attitudes/behaviours;
- ix) teaching and learning methods – e.g. practical; simulator; classroom/theory-based;
- x) assessment processes and tools;
- xi) relevant certification/completion detail;
- xii) costs.

In addition to centre information, a sample of course information for 20% of courses should be provided, covering a minimum of one course and a maximum of five courses, showing the above for each of the different types of courses offered by the centre – to include the following, where relevant:

- a one-day course;
- a multiple-day course;
- a practical only course;
- a mix of practical and theory course;
- a course including the use of simulator(s);
- a theory only course.

Where not all of the above course types are offered, it may be necessary to include more than one of any of the above in order to provide evidence covering the requisite number of courses.

* A training day must not be in excess of ten hours, including relevant breaks, and must not include more than eight contact hours unless differently specified by the awarding body that has approved the course.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 6 – Internationally/nationally recognised standards, frameworks, criteria

This criterion requires evidence of the internationally/nationally recognised industry or occupational standards, training frameworks and/or specified criteria that the courses link to. If there is no such link, please provide your rationale and explain the basis on which the course content has been devised.

To fully meet this criterion it is expected that you provide:

- i) the title of the standards, training frameworks and or course criteria that courses link to;
- ii) mapping of course content to the identified standards and/or information that demonstrates the extent to which courses meets the identified standards/frameworks/criteria. This should be sufficiently detailed and clear to enable claims to be verified.
- iii) contact details or a web address where the standards or training framework of courses are mapped against, so that these can be obtained if necessary.
- iv) the rationale and basis for course content in cases where courses do not link to recognised industry standards, training frameworks and /or specified criteria.

This information should be provided for the requisite courses covered in Criterion 5, above.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 7 – Training course delivery methods and learning styles

This criterion requires evidence that training delivery methods and learning styles are relevant to the courses they are designed to cater for and the range of learning styles exhibited by learners.

To fully meet this criterion it is expected that the following information is provided:

- i) delivery methods used throughout a range of courses – including trainer presentation, plenary discussions, workshops, exercises, e-learning etc;
- ii) learning styles catered for – citing the specific model(s) used – e.g Kolb, Honey and Mumford, Fleming's Vark (Vak) model, NLP, cognitive; other: NB – where a prescribed method of delivery by the approving or awarding body is expected to be used, this will be taken into account;
- iii) explanation of how the delivery methods meet learner needs through the use of the above learning styles.

This information should be provided for the requisite courses covered in Criterion 5, above.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 8 – Assessment processes and tools

This criterion requires detail of the processes used to assess the extent to which course outcomes have been met.

To fully meet this criterion it is expected that information is provided about:

- i) the assessment types (formative and/or summative) and tools that will be utilised, including the types of assessment used to measure the standard where a specific level must be achieved for a successful outcome to the course - e.g. oral and written tests, skills based, participatory etc, along with relevant copies of each;
- ii) the appropriateness of the above assessment types for the purpose;

NB – some courses will not have assessed outcomes, which is perfectly acceptable depending on the type and nature of the course. Where there is no requirement for formal assessment, detail must be provided about registration and attendance. Formative assessment processes should still be included in these cases, so that an understanding can be gained of how delivery is adjusted to ensure participants achieve maximum benefit.

This information should be provided for the requisite courses covered within this submission, above, where assessed outcomes are part of the course.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 9 – Certification

This criterion requires detail of any certification and its validity that will be provided to those achieving course outcomes.

To fully meet this criterion it is expected that, where certification of any type is an outcome of a course, a copy is provided that identifies relevant course details, the nature of the certificate, and any expiry date where relevant.

This information should be provided for the requisite courses covered within this submission, above, where certification is provided as part of the course.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 10 – Centre changes/course revisions

This criterion requires detail of the process to inform the MNTB of specific changes to the centre ownership, management and course provision, including course revisions and minor changes to any of the above criteria.

To fully meet this criterion it is expected that information will be provided on the processes to inform the MNTB about:

- i) specific changes to centre ownership, management and course provision;
- ii) course revisions covering changes to;
 - course aims and objectives
 - amends to, additions or deletions of topics
 - amends to, additions or deletions of delivery methods
 - timing changes that impact on specific topics and/or the overall duration of the course
 - the appointment of new trainers to the course
- iii) minor changes to;
 - course timings that do not impact on topic coverage
 - materials and to marketing literature or trainer notes.

NB – this criterion provides the basis for the annual review process.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

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All documentation and materials will be completely confidential to the MNTB and its appointed reviewers.

Please sign to confirm the following

I confirm that(company name) has a sound financial basis to operate and to offer the identified range of courses along with relevant indemnity/professional liability insurance, as appropriate.

Signature

Date

MNTB Appeals Policy and Process

Our Appeals Policy

The Merchant Navy Training Board (MNTB) is committed to providing a high quality service to customers of our Recognition Services. Should you wish to appeal an adverse decision within the Recognition Service you are free to raise this with us.

Full details of our Appeals Policy and Process are provided through the link on the MNTB website at <http://mntb.org.uk/about-us/>