



**STUDY PROGRAMME**  
**BASIC MARITIME TRAINING**  
**SHIP'S ASSISTANT**

**Danish Ministerial Order No. 1609 of 13/12/2016 Order on Basic Maritime Training**

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| Emne:<br>Subject:            | Studieordning           | Filnavn:<br>Title:           | Basic Maritime Training - Ship's Assistant |
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## Foreword

MARTEC has prepared this study programme for Basic Maritime Training – Ship’s assistant, in compliance with Danish Ministry of Higher Education and Science, Order No. 1609 of 13/12/2016.

The study programme has been prepared by the Head of Training in cooperation with the HSEQ Manager and the teaching staff, and approved by MARTEC’s management. MARTEC regards the ship’s assistant training as an education that involves continuous work to ensure that students undergo a coherent course of study with practical as well as theoretical content, so that they are well equipped professionally to practise their occupation at the end of their training. MARTEC is in constant dialogue with the profession’s parties, who provide inspiration for the training, as well as norms for a culture of safety, which are studied to enable the students to gain a broad knowledge of this part of the training course and their role as seafarer.

MARTEC observes the need to renew the study programme. A revision of the programme may be implemented by MARTEC in connection with amendments to the laws and/or orders. The assessment of completed courses by the group of instructors can also provide proposals for amendments, and also if MARTECs academic environments require this. The study programme is currently reviewed once a year and approved by MARTECs management.

This study programme is valid for students beginning their Basic Maritime Training – Ship’s assistant in January 2017 or later and is entitled the “Study Programme for Basic Maritime Training”. The study programme, which specifies the detailed regulations for the seafarer training course, is prepared in compliance with the following laws and orders.

- Order No. 781 of 8/8 2019, on the law on maritime training
- Order No. 1585 of 13/12 2016, on tests in maritime training
- Order No. 1373 of 16/12 2009 on the approval and quality assurance, etc. of maritime training
- Order No. 1609 of 13/12 2016, on Basic Maritime Training
- Order No. 1145 of 29/09 2015, on qualification requirements for seafarers and fishermen and certifications

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## The aim of the training programme

### Objective

According to the Danish Ministry of Higher Education and Science, Order No. 1609 of 13 December 2016, the objective of the training is defined as follows:

*The objective of the basic maritime training is to give persons seeking an occupation within the seafaring sector a grounding in theoretical and practical specialist training that enables them to carry out future practical work within the deck and engine department in a safety-conscious manner. Upon completion of the basic maritime training, the student will become either a ship's assistant (Able Seaman) or a ship's deck officer (Master – home trade).*

*The training programme for ship's assistants shall meet the requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers as amended (The STCW Convention) Regulation VI/1 on basic safety training and the theoretical elements of Regulation II/4 on watchkeeping. The objective of the training is also to provide students with training to fulfil the requirements specified in Chapters II/5, III/5 and III/7 of the STCW Convention, limited to competences based on normal operating conditions and routine tasks in connection with the ship's operation.*

### Objectives at MARTEC

The ship's assistant training at MARTEC supports the concept that the specialist competences are at the forefront. Both the specialist competences and the safety aspects shall take priority, to enable seamen to carry out their duties to a high standard.

### Quality

MARTEC works according to the value that the customer, including the student, is of key importance. This value is put into practice on the basis of the four overall values specified in MARTEC's Q-system:

***Committed - Loyal - Forward-looking - Professional.***

MARTEC operates in principle for the sake of the customers and perceives itself as a maritime training centre that works at a local, regional, national as well as international level.

MARTEC provides high-quality training courses on a profitable basis and in an attractive academic environment that promotes development and takes individual account of employees and customers, including students.

The study programme is the school's basis for the aims and level of the instruction, including the teaching principles the school requires, and shall form the basis for all instruction and for the school's work and approach to the students' participation, democratic rights and work in democratic bodies.

Work is done constantly to develop the quality of the instruction - through evaluation in specialist environments, adjustment and development of the instruction, action plans, the implementation of employee training, initiatives for improving the school environment and inspiration from the profession's parties.

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Satisfaction surveys of students and clients form the background for overall initiatives for improving the quality of the training courses.

## Qualification framework

The Danish Qualifications Framework for Lifelong Learning is a complete, systematic and tiered overview of publicly approved degrees and proofs of education that can be gained within the Danish education system - from primary school level to university level and within adult and higher education. There are eight levels to the qualification framework. The degrees and proofs of education are categorised into one of these eight levels according to the learning outcomes attained from the training courses in the form of knowledge, skills and competencies.

The seafarer training course is placed on level 2 of the The Danish Qualifications Framework for Lifelong Learning for introductory subjects, and level 3 for final subjects.

The Danish qualifications framework describes the following overall targets for the learning outcomes that students are expected to have achieved with a qualification at level 3:

## Learning outcomes

### Knowledge

- Shall have knowledge of basic methods and norms within a professional or specialist area
- Shall have an understanding of their own abilities to influence the labour market and society

### Skills

- Shall be able to carry out practical work assignments within the subject/profession
- Shall be able to solve technical problems
- Shall be able to search for and assess information of relevance to a practical assignment within a subject or profession
- Shall be able to use technical terminology in communication with colleagues, fellow students and users

### Competencies

- Shall be able to take responsibility for limited work processes
- Shall be able to enter into an interdisciplinary collaboration on practical work within a profession or subject
- Shall be able to enter actively into learning situations within a professional or specialist area

MARTEC works with the three categories in the following manner:

### *Knowledge*

This category covers the student's understanding and knowledge of theories, empirical investigations, methods, key terms and practices within the professional area.

The learning outcome is that students are able to state, define, reproduce, recognise, name, restructure, translate, reference, outline or otherwise reproduce their own adapted knowledge and understanding.

### *Skills*

This category is an expression of the students' use of their knowledge to solve problems, complete tasks and to be able to in general to relate to real-life phenomena within the profession.

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The learning outcome is for students to be able to produce knowledge and calculate, form, define and reflect on problems related to the profession.

### Competencies

This category covers students' structuring, implementation and communication of their work in a clear and accessible way.

The learning outcome is that there should be an element of good professional work in the students' performance. Students should be able to combine knowledge and skills for practical and theoretical work by determining, finding, managing, identifying, seeking and selecting work within the profession.

### Target for the learning outcome in the training programme for ship's assistants

The learning target for knowledge is for the ship's assistant to have:

- 1) knowledge of work in general on board a vessel,
- 2) knowledge of navigational watchkeeping and work with commonly used tools and machinery within the deck and engine department,
- 3) knowledge of the vessel's construction, design, machinery and other equipment,
- 4) knowledge of the vessel's navigational and engineering areas of work,
- 5) understanding of the importance of good maintenance work on board,
- 6) knowledge of health and safety risks when working on board various types of vessels, so that accidents and occupational injuries can be avoided,
- 7) knowledge of transport processes and cargo handling and
- 8) knowledge of entrepreneurship in the form of basic terms and inspiration for the improvement of existing and the development of new processes and working methods.

The learning target for skills is for the ship's assistant to be able to:

- 1) participate actively in the development and maintenance of a safe and healthy working environment,
- 2) independently carry out specific repair and maintenance duties on board a vessel,
- 3) use and maintain life-saving equipment,
- 4) carry out specific repair and maintenance duties on board a vessel,
- 5) carry out work in accordance with specified quality standards,
- 6) carry out practical work on board, using cordage, steel wire rope and lashing gear,
- 7) carry out practical fire-fighting operations,
- 8) contribute to work and quality improvement
- 9) actively and appropriately utilize Maritime English

The learning target for competencies is for the ship's assistant to be able to:

- 1) actively participate in the cooperation on work planning,
- 2) independently carry out practical tasks in connection with general work on board, including maintenance,
- 3) manage and carry out minor transport processes for the operation of cranes, etc.,
- 4) be aware of the importance of a safe and healthy working environment, and
- 5) participate actively in the creation of a good psychological working environment and good working relationships.

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*Before the practical work begins, students shall have undergone the relevant training in maritime safety, first aid, work safety at sea and fire-fighting, pursuant to the STCW Code, Section A-VI/1, Paragraph 2 including at least Items 2.1.1.1, 2.1.1.2, 2.1.1.3 and 2.1.1.4, and have obtained evidence of this. The student shall also have evidence of having undergone general safety training, in accordance with Table A-VI/6-1 of the STCW Code, pursuant to Section 11 of the order.*

Upon completion of their studies in introductory subjects, the seafarer shall have met the requirements of the STCW Convention in compliance with the Danish Maritime Authority's qualification requirements for this, in respect of:

- 1) Theoretical training for the Certificate of Watchkeeping, in accordance with Regulation II/4 of the STCW Convention, except seagoing service,
- 2) basic maritime safety, in accordance with Section A-VI/1, Paragraph 2.1.1.1 of the STCW Code,
- 3) firefighting on board vessels, in accordance with Section A-VI/1, Paragraph 2.1.1.2 of the STCW Code,
- 4) first aid, in accordance with Section A-VI/4, Paragraph 1-3 of the STCW Code,
- 5) Occupational Safety and Working Environment at sea, in accordance with Section A-VI/1, Paragraph 2.1.1.4 of the STCW Code,
- 6) hygiene competencies for seafarers handling food on board vessels and
- 7) security awareness and designated security duties on board vessels, in accordance with Regulation VI/6, Paragraph 4 of the STCW Convention.

In addition to Nos. 1-7, students choosing basic tanker operations as an optional subject shall also have carried out after completion of the training:

- 8) Basic tanker operations for oil, chemical and gas tankers, in accordance with Regulation V/1-1, Paragraph 2.2, and Regulation V/1-2, Paragraph 2.2 of the STCW Convention.

Upon completion of their studies in final subjects, the ship's assistant shall meet the requirements of the STCW Convention in compliance with the Danish Maritime Authority's qualification requirements for this, in respect of:

- 1) Theoretical training for the Certificate of Watchkeeping, in accordance with Regulation II/4 of the STCW Convention,
- 2) basic maritime safety, in accordance with Section A-VI/1, Paragraph 2.1.1.1 of the STCW Code,
- 3) fire-fighting on board vessels, in accordance with Section A-VI/1, Paragraph 2.1.1.2 of the STCW Code,
- 4) first aid, in accordance with Section A-VI/4, Paragraph 1-3 of the STCW Code,
- 5) Occupational Safety and Working Environment at sea, in accordance with Section A-VI/1, Paragraph 2.1.1.4 of the STCW Code,
- 6) hygiene competencies for seafarers handling food on board vessels,
- 7) security awareness and designated security duties on board vessels, in accordance with Regulation VI/6, Paragraph 4 of the STCW Convention,
- 8) certificate of proficiency in engine operation, and

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9) operation of life boats, life rafts and man-over-board boats, in accordance with Regulation VI/2, Paragraph 1 of the STCW Convention.

In addition to Nos. 1-9, students choosing basic tanker operations as an optional subject shall also have carried out after completion of the training:

10) Basic tanker operations for oil, chemical and gas tankers, in accordance with Regulation V/1-1, Paragraph 2.2, and Regulation V/1-2, Paragraph 2.2 of the STCW Convention.

### The structure and design of the training course, including division into modules

According to Section 3 in the Danish Ministry of Higher Education and Science, Order No. 1609 of 13 December 2016, the normal period of the training is divided as follows:

**Introductory subjects:** 20 weeks

**Seagoing service:** a minimum of 12 months, within 2 years

**Final subjects:** 20 weeks, or

**Master (home trade):** 20 weeks (described in separate study programme for Ship's Deck Officer training)

#### Introductory subjects

MARTEC has decided that the training in introductory subjects is a 20-week training course with a maximum of 10 modules consisting of 4 lessons a week.

CRAFTSMANSHIP, MARINE ENGINEERING AND ELECTRO TECHNOLOGY (0.4 terms)

- *Introductory Craftsmanship (60 modules)*
- *Subject: Marine Engineering and Electro Technology and Marine Technical maintenance (10 modules)*

MARITIME SUBJECTS (0.6 terms)

- *Subject: Watchkeeping, Regulations for Preventing Collisions at Sea, and Marine Technology (8 modules)*
- *Subject: Maritime Industry awareness (4 modules)*
- *Subject: Practical seamanship and maintenance (20 modules)*
- *Subject: Maritime English (10 modules)*
- *Subject: Occupational Safety and Working Environment (9 modules)*
- *Subject: Fire-fighting (6 modules)*
- *Subject: Maritime safety and maritime security (11 modules)*
- *Subject: Health and first aid (4 modules)*
- *Subject: Hygiene course for seafarers (5 modules)*
- *Subject: Optional subject (9 modules)*



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## Seagoing service

The seagoing service consists of an introductory period and subsequent a practical training period as a ship's assistant. Each period shall include at least 6 months' effective seagoing service.

During the introductory period, students must undergo navigational watchkeeping under the supervision of a qualified officer in order to attain the certificate of watchkeeping, in accordance with Regulation II/4 of the STCW Convention.

During the overall seagoing service, students shall have undergone a minimum of 2 months' navigational watchkeeping under the supervision of the ship's master or a qualified officer, in accordance with Regulation II/1 of the STCW Convention.

The navigational watchkeeping service should be organised in such a way that the student has the opportunity to keep watch during the ship's operation in trafficked waters and during manoeuvres, and great emphasis should be placed on the necessity to maintain good discipline on the bridge, in compliance with Chapter VIII of the STCW Convention.

Engine room service shall be arranged during the seagoing service, to ensure familiarisation with the engine room and practical skills for ensuring the operation of minor machinery in vessels where there is not a specified engine crew.

The last part of the seagoing service shall be carried out in a way that enables the student to acquire the knowledge, skills and competencies for carrying out the duties of a ship's assistant, including experience in the practical application of the craftsmanship qualifications.

MARTEC will assist students following the introductory subjects in making applications and preparing seagoing service agreements. MARTEC will also be in ongoing dialogue with the company providing seagoing service and the student, and will monitor the progression of the training by means of log books and the training record book.

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## Final subjects

MARTEC has decided that the training in final subjects is a 20-week training course with a maximum of 10 modules consisting of 4 lessons a week.

### MACHINE ENGINEERING (0.3 terms)

- *Subject: Maintenance (9 modules)*
- *Subject: Machinery and electrics and machinery maintenance (27 modules)*
- *Subject: Hydraulics, automation and cooling apparatus (18 modules)*

### SEAMANSHIP, SAFETY AND THE WORKING ENVIRONMENT (0.3 terms)

- *Subject: Practical seamanship (18 modules)*
- *Subject: Maritime safety (18 modules)*
- *Subject: The working environment (9 modules)*
- *Subject: Optional subject (up to 18 modules)*

### SKILLED CRAFTS TRAINING (0.4 terms)

- *Subject: Advanced craftsmanship (45 modules)*
- *Subject: Project work (36 modules)*

## Teaching and cooperation

The teaching is arranged in such a way as to enable an exchange between theoretical knowledge and its practical application. Several different methods of teaching will be used, such as:

- Class teaching, defined as classroom teaching with a maximum class size of 18.
- Lectures, defined as classroom teaching where the class size basically exceeds 18.
- Group work, where a group of students work in cooperation on the solution of a problem
- Workshop instruction, defined as instruction under production-like conditions, where special requirements are placed on the premises and class size
- Subject assignment, which is a coherent training session, where a target or sub-target is reached
- Computer-based training, instruction that has particular requirements for software
- Cases, instruction where groups normally deal with a specific situation from "reality" and attempt to resolve problems and define terms and principles

## Cooperation with the profession and other training institutions

MARTEC will plan the training in cooperation with the surrounding profession as far as possible, so that practical parallels to the theoretical instruction can be drawn.

We work in close cooperation with Nordjyllands Beredskab on the contents of and compliance with the requirements made in the order. We use this cooperation to further develop and utilise the skills excellence this organisation possesses in fire-fighting and first aid.

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## Study plans

The instruction is planned and organised according to the following hierarchy.

### Order on Education

This is prepared by the Ministry of Education and Research.

### Study programme

The study programme is prepared by MARTEC, and is the basic document for the description of the way in which MARTEC provides the training. It functions as the school's basis for the aims and the level of the instruction, including the teaching principles the school requires, and shall form the basis for all instruction.

### Description of the modules

The description of the modules gives an overall description of the subject contents that are necessary for achieving the learning targets and other requirements set by the Ministry of Education and Research. These are prepared by MARTEC's respective subject environments.

### Course plan

A course plan describes the detailed course of an instruction module. This is prepared by the instructor according to an appropriate template. This plan is registered and stored by the person responsible for the training, and is maintained by the instructor on an ongoing basis. When the course of instruction is completed, it provides inspiration for corrections to future courses of instruction.

## Description of subjects

The overall contents of the specific subjects are described below. For a more detailed specification of the contents of the subjects, refer to the individual descriptions of the modules.

| <i>Subject</i>  | <i>Description of contents</i>   |
|---|--|
| <b><i>Introductory subjects</i></b>   |  |
| <b>CRAFTSMANSHIP, MARINE ENGINEERING AND ELECTRO TECHNOLOGY (0.4 terms)</b> |  |
| <b><i>Introductory craftsmanship</i></b>                                    | Through the instruction, the student shall attain theoretical and practical qualifications in craftsmanship, enabling the student to develop these qualifications in the subsequent training and also to carry out specific repairs and maintenance works on board a vessel. |

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| <p><b>Subject: Marine Engineering and Electro Technology</b></p>   | <p>The instruction shall enable the student to acquire knowledge of the most essential technical components that form part of the ship's engine room and installations on board, in terms of purpose and primary function. The student shall also acquire knowledge of normal operational conditions for propulsion and auxiliary machinery with associated systems.</p> <p>In addition, the instruction will provide the student with knowledge of the vessel's electricity supply installations, including generators, system construction and consumers, so that the student is not exposed to risk or does not cause disruptions to the operation during subsequent service at sea.</p> |
| <p><b>MARITIME SUBJECTS (0.6 terms)</b></p>  |   |
| <p><b>Subject: Watchkeeping, Regulations for Preventing Collisions at Sea, and Marine Technology</b></p> | <p>Through the instruction, the student shall acquire knowledge of the basic principles and applicable regulations for watchkeeping on board a ship. Furthermore, the student shall be able to meet the requirements of Regulation II/4 of the STCW Convention before the introductory seagoing. Finally, the student shall attain theoretical and practical knowledge of the ship's construction, design and equipment through the basic instruction.</p>  |
| <p><b>Subject: Maritime industry awareness</b></p>   | <p>Students shall acquire knowledge of the maritime industry; including ferry traffic and special purpose vessels as well as basic knowledge of the maritime social legislation, hiring and signing on, to enable them to be prepared for the present conditions on board a ship.</p>   |
| <p><b>Subject: Practical seamanship and maintenance</b></p>  | <p>The instruction shall enable students to achieve qualifications in practical seamanship for the purpose of applying and developing these qualifications in practical assignments in connection with general work on board, maintenance, mooring, anchoring, lashing, pilot ladder, disembarking and operation of winches.</p>  |

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| <b>Subject: Maritime English</b>                            | The instruction shall enable students to attain such skills in maritime English that they need in order to understand frequently encountered written guidelines and instructions and to be able to communicate orally about the day-to-day maritime services, including watch service and maritime safety.  |
| <b>Subject: Occupational Safety and Working Environment</b> | Through the instruction, students shall acquire an understanding of ships' general safety and environmental conditions. Students shall also gain an understanding of the use of personal protective equipment and their correct application.  |
| <b>Subject: Fire-fighting</b>                               | The instruction shall provide students with knowledge of how to prevent and how to fight a fire on board. Students shall also acquire knowledge of ensuring fire safety in connection with maintenance works and shall be able to act responsibly when working with open fire and flammable substances. Finally, students shall be able to use portable fire extinguishers, and have gained knowledge of fire-fighting equipment on vessels and of Fire and Emergency Muster Plans on board ships.  |
| <b>Subject: Maritime safety and maritime security</b>       | <p>Students shall gain such knowledge of a ship's safety organisation and muster plans (boat, fire and man-over-board) as is necessary for being included at a functional level. Students shall be able to use personal protective equipment and survival techniques, and to use and maintain the vessel's safety equipment, lifeboats and liferafts under instruction and professional guidance.</p> <p>Furthermore, gain knowledge of Maritime security, security plan and security preparedness, risks and precautions, cf. the Danish Maritime Authority's qualification requirement, knowledge of conditions during the capture and effects thereof.</p> |

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| <p><b>Subject: Health and first aid</b></p>         | <p>The instruction shall enable students to achieve the necessary qualifications for being able to provide first aid in the event of an accident or sudden illness. Students shall also be acquainted with general health conditions that are particularly relevant to the maritime profession.</p>  |
| <p><b>Subject: Hygiene course for seafarers</b></p> | <p>Persons who sign up for a position on board a Danish merchant vessel for handling foodstuffs on board and do not hold a certificate as a ship's cook, must be able to provide documentation of their skills within:</p> <ol style="list-style-type: none"> <li>1) self-certification, including critical control points and monitoring procedures</li> <li>2) general microbiology, including food-borne illnesses and</li> <li>3) principles of hygiene, including cleaning, personal hygiene and the handling and storage of foodstuffs.</li> </ol> |
| <p><b>Subject: Optional course</b></p>              | <p>Students shall be offered optional courses of at least one week's duration. The following optional courses are offered in the seafarer training course as a minimum.</p> <p><b>Basic tanker course</b> - The course will enable students to achieve the necessary qualifications regarding the health and safety risks that are associated with the handling of cargo on board tankers in order to be able to assist in the implementation of the work on board in compliance with applicable health and safety regulations.</p>                      |

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| <b>Final subjects</b>   |   |
|---|---|
| <b>MACHINE ENGINEERING (0.3 terms)</b>                            |   |
| <b>Subject: Maintenance</b>                                       | The instruction will enable students to attain theoretical and practical qualifications to enable them to contribute to the implementation of usual maintenance work with the correct tools and means in compliance with applicable health and safety requirements.   |
| <b>Subject: Machinery and electrics and machinery maintenance</b> | The theoretical and practical instruction will enable students to acquire the knowledge of diesel engines and auxiliary machinery they need in order to contribute to and carry out on board a ship, taking account of the required safety. Students shall comply with the ElectroTechnical Rating (ETR), in accordance with Chapter III/7 of the STCW Convention.  |
| <b>Subject: Hydraulics, automation and cooling apparatus</b>      | The instruction will enable students to acquire knowledge of basic hydraulic apparatus, to enable them to assist with or carry out overhauls and repairs of the hydraulic apparatus on board a ship. The instruction will enable students to acquire knowledge of automation and cooling apparatus, to enable them to carry out simple trouble-shooting, care and maintenance tasks on the cooling apparatus on board a ship. |
| <b>SEAMANSHIP, SAFETY AND THE WORKING ENVIRONMENT (0.3 terms)</b> |   |
| <b>Subject: Practical seamanship</b>                              | The instruction will enable students to attain the necessary qualification to enable them to carry out practical work with cordage, steel wire ropes and lashing gear on board without work descriptions and drawings, and to carry out minor transport tasks involving different types of cranes.  |
| <b>Subject: Maritime safety</b>                                   | The theoretical and practical instruction will enable students to attain qualifications within maritime safety and the use and maintenance of life-saving equipment, which are necessary for them to be included in a ship's safety crew.   |

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|--|--|
| <b>Subject: The working environment</b>    | The instruction will enable students to attain qualifications within the working environment, safety and the prevention of safety risks that are necessary for them to be able to carry out work on board in compliance with health and safety requirements. Students shall also have developed an approach to safety in the work place that shows they are aware of the importance of a safe and healthy working environment. |
| <b>Subject: Optional course</b>            | Students shall be offered optional courses of at least one week's duration. The following optional courses are offered in the seafarer training course as a minimum.<br><br><b>Offshore</b> – crane course, documentation.<br><b>Ferry travel</b> - passenger safety, dangerous goods  |
| <b>SKILLED CRAFTS TRAINING (0.4 terms)</b> |  |
| <b>Subject: Advanced craftsmanship</b>     | In continuing the introductory skilled crafts training course, students shall acquire further theoretical and practical competences in skilled crafts, and will be able to apply these competences in planning as well as in carrying out engineering maintenance and repair works   |
| <b>Subject: Project work</b>               | In an overall assignment relevant to their profession, students shall practise skills that have been learned during the instruction, with a particular focus on safety, cooperate with other students and work on the documentation of the assignment's processes.   |

## Examinations, tests and applied forms of assessment

The purpose of the form given below is to clarify which subjects and which tests are needed in order to gain a pass in the individual subjects. In addition, the pass requirement is also described. The form also indicates whether the assessment passed/failed or a grade on a 7-point scale is used.



|                              |                         |                                |  |
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| <b>Introductory subjects - Training Ship DANMARK</b>                   |   |   |                         |
|--|---|---|-------------------------|
| <b>Subject</b>   | <b>Test form</b>  | <b>Assessment</b>                       | <b>Pass requirement</b> |
| <b>Introductory craftsmanship</b>                                      | <i>Practical tests</i>  | <i>Passed/failed</i>                    | <i>Passed</i>           |
| <b>Marine Engineering</b>  | <i>Internal written test</i>  | <i>Passed/failed</i>                    | <i>Passed</i>           |
| <b>Electro Technology</b>  | <i>Internal written test</i>  | <i>Passed/failed</i>                    | <i>Passed</i>           |
| <b>Watchkeeping &amp; Regulations for Preventing Collisions at Sea</b> | <i>Internal oral test</i>   | <i>Passed/failed</i>                    | <i>Passed</i>           |
| <b>Marine Technology</b>   | <i>Internal written test</i>  | <i>Passed/failed</i>                    | <i>Passed</i>           |
| <b>Maritime industry awareness</b>                                     | <i>Internal written test</i>  | <i>Passed/failed</i>                    | <i>Passed</i>           |
| <b>Practical seamanship</b>  | <i>Internal practical test</i>  | <i>Passed/failed</i>                    | <i>Passed</i>           |
| <b>Maritime English</b>  | <i>Completed training in English as the working language</i>                | <i>Participate in English, on board</i> | <i>Approved</i>         |
| <b>Occupational safety/working environment &amp; Maintenance</b>       | <i>Ongoing assessment</i>   | <i>Participation</i>                    | <i>Approved</i>         |
|  | <i>Group examination in Work safety/working environment and Maintenance</i> | <i>Passed/failed</i>                    | <i>Passed</i>           |
| <b>Fire fighting</b>   | <i>Course in fire fighting</i>  | <i>Full participation</i>               | <i>Approved</i>         |
| <b>Maritime security</b>   | <i>Internal written test</i>  | <i>Passed/failed</i>                    | <i>Passed</i>           |
| <b>Maritime safety</b>   | <i>Course in maritime safety, and internal oral test.</i>                   | <i>Passed/failed</i>                    | <i>Passed</i>           |
| <b>Health and first aid</b>  | <i>Internal written test, and practical test</i>                            | <i>Passed/failed</i>                    | <i>Passed</i>           |
| <b>Hygiene course for seafarers</b>                                    | <i>Internal written test</i>  | <i>Passed/failed</i>                    | <i>Passed</i>           |
| <b>Subject: Optional course<br/>Basic tanker course</b>                | <i>Group examination</i>  | <i>Passed/failed</i>                    | <i>Passed</i>           |

| <b>Introductory subjects - KRAGHOLMEN</b>                              |  |                      |                         |
|--|--|----------------------|-------------------------|
| <b>Subject</b>   | <b>Test form</b>                           | <b>Assessment</b>    | <b>Pass requirement</b> |
| <b>Introductory craftsmanship</b>                                      | <i>Practical tests</i>                     | <i>Passed/Failed</i> | <i>Passed</i>           |
| <b>Marine Engineering and Electro Technology</b>                       | <i>Internal written test</i>               | <i>Passed/Failed</i> | <i>Passed</i>           |
| <b>Watchkeeping &amp; Regulations for preventing collisions at sea</b> | <i>Internal written test</i>               | <i>Passed/Failed</i> | <i>Passed</i>           |
| <b>Marine technology</b>   | <i>Internal written test</i>               | <i>Passed/Failed</i> | <i>Passed</i>           |
| <b>Maritime industry awareness</b>                                     | <i>Internal written test</i>               | <i>Passed/Failed</i> | <i>Passed</i>           |
| <b>Practical seamanship</b>  | <i>Internal written and practical test</i> | <i>Passed/Failed</i> | <i>Passed</i>           |
| <b>Maritime English</b>  | <i>Approved</i>                            | <i>Passed/Failed</i> | <i>Passed</i>           |
| <b>Occupational safety/working environment &amp; Maintenance</b>       | <i>Internal written test</i>               | <i>Passed/Failed</i> | <i>Passed</i>           |

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|   |   |                           |                 |
|---|---|---------------------------|-----------------|
| <b>Fire fighting</b>                                    | <i>Course in fire fighting</i>                      | <i>Full participation</i> | <i>Approved</i> |
| <b>Maritime security</b>                                | <i>Internal written test</i>                        | <i>Passed/Failed</i>      | <i>Passed</i>   |
| <b>Maritime safety</b>                                  | <i>External written, and practical test</i>         | <i>Passed/Failed</i>      | <i>Passed</i>   |
| <b>Health and first aid</b>                             | <i>Completed course</i>                             | <i>Passed/Failed</i>      | <i>Passed</i>   |
| <b>Hygiene course for seafarers</b>                     | <i>Internal written test and full participation</i> | <i>Passed/Failed</i>      | <i>Passed</i>   |
| <b>Subject: Optional course<br/>Basic tanker course</b> | <i>Full participation</i>                           | <i>Passed/Failed</i>      | <i>Passed</i>   |

| <b>Final subjects - KRAGHOLMEN</b>                       |  |                      |                         |
|--|--|----------------------|-------------------------|
| <b>Subject</b>   | <b>Test form</b>   | <b>Assessment</b>    | <b>Pass requirement</b> |
| <b>Working environment/Maintenance</b>                   | <i>Internal written test</i>                             | <i>Passed/Failed</i> | <i>Passed</i>           |
| <b>Machinery and electrics and machinery maintenance</b> | <i>Internal written test and completion of DUMO test</i> | <i>Passed/Failed</i> | <i>Passed</i>           |
|  | <i>ETR course</i>  | <i>Passed/Failed</i> |                         |
| <b>Hydraulics</b>  | <i>Internal written test</i>                             | <i>Passed/Failed</i> | <i>Passed</i>           |
| <b>Automation &amp; cooling apparatus</b>                | <i>Internal written test</i>                             | <i>Passed/Failed</i> | <i>Passed</i>           |
| <b>Practical seamanship</b>                              | <i>Internal practical test and written test</i>          | <i>Passed/Failed</i> | <i>Passed</i>           |
| <b>Maritime safety</b>                                   | <i>External written and practical test</i>               | <i>Passed/Failed</i> | <i>Passed</i>           |
| <b>Advanced craftsmanship</b>                            | <i>Practical tests</i>                                   | <i>Passed/Failed</i> | <i>Passed</i>           |
| <b>Project work</b>                                      | <i>Project report and external examination</i>           | <i>Passed/Failed</i> | <i>Passed</i>           |

\*: A "G" will be shown on the grades sheet, which means a test is either approved with merit or passed.

## Study activity

Trainees are expected to be active in their studies, in their attendance as well as in preparation for the instruction. A log is kept of the student's attendance.

If the event of more than 10% absence in a single subject, the student will not be allowed entry to the examination in the subject concerned.

The applicable regulations are described in further detail in the school's Q system.

Full attendance is required for subjects for which a special STWC certificate is issued. If students miss any of the training, a separate plan is drawn up for how they can participate in the missed training activity.

|                              |                         |                              |  |
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## Merit

A merit assessment is made on enrolment before the start of the training.

You can be awarded merit in the following subjects:

- *Fire-fighting*
- *Proficiency tests in engine maintenance.*
- *Basic tanker course.*

A valid certificate with correct references must be sent along with the enrolment papers.

A merit can no longer be sought once the training begins.

In special cases, it is possible to apply for prior learning assessment, if the student is only able to provide documentary proof of having worked on a subject but does not have a valid certificate for it. The tests will be arranged in accordance with MARTEC's internal procedures.

## Leave

Leave can be granted if applied for, due to childbirth, adoption, documented illness, military service, UN service or similar.

## Dispensation

MARTEC may grant dispensation from the rules of the study programme that have been set by MARTEC itself. For example, MARTEC may grant a merit after acceptance provided that this is advantageous for both parties.