



**The Federal Democratic Republic of Ethiopia**  
**Ministry of Transport Directives**  
**on Approval and Monitoring of**  
**Maritime Training Centers No. MAA 1/2015**

WHEREAS, Ethiopia has ratified the STCW Convention and its amendments that are incorporated into the national laws of the country by virtue of the Federal Proclamation No.349/2003 for their enforcement in the national legal regimes;

NOW THEREFORE, these Directives are issued by the Ministry of Transport, in accordance with power vested on it by the Maritime Sector Administration Proclamation No. 549/199 Art. 6 (17), 6(18) and International Convention on Standards of Training, Certification and Watch Keeping for Seafarers, 1978 as amended, to prescribe standards for inspection, audit, accreditation and issuance of certificate for Maritime Academies offering maritime education in Ethiopia.

**Part One**

**General Provisions**

**Article 1**

**Definitions**

**In these Directives,**

- 1) “Maritime Training Center” means any school, academy, and institute and in some cases a company licensed to conduct maritime training in Ethiopia;
- 2) “Training Activities” means all activities organized by a maritime training centers in order to transfer knowledge, skills or attitudes, such as: qualification schemes, certification of personnel, courses, seminars and other activities;



- 3) “STCW Convention as amended” means the International Convention on Standards Training, Certification and Watch Keeping for Seafarers, 1978 as amended;
- 4) “Proclamation” means the Maritime Sector Administration Proclamation No. 549/1999;
- 5) “Seafarer” means any person who is employed or engaged or works in any capacity on board a seagoing ship.
- 6) “Seagoing Ship” means a ship other than those which navigate exclusively in inland waters or in waters within, or closely adjacent to sheltered waters or areas where port regulations apply.
- 7) “Authority” means the Maritime Affairs Authority of Ethiopia as established by the Proclamation.
- 8) “Ministry” means the Ministry of Transport of the Federal Democratic Republic of Ethiopia:

## **Article 2**

### **Scope and Application**

- 1) These Directives provide for standard requirements and formal procedures for inspection, audit, accreditation and issuance of certificate of approval for maritime training centers in Ethiopia offering maritime education leading to the issuance of maritime certificates.
- 2) These Directives shall be applicable to all types of Maritime training centers operating by procuring a valid approval from the Authority.

## **Article 3**

### **Objectives**

These Directives are issued to ensure that maritime trainings offered by maritime training center in Ethiopia:-

- a) is properly designed, contains clear objectives as to results;
- b) is carried out by qualified instructors; and
- c) is evaluated and improved in line with the requirements of the STCW Convention as amended, national and international mandatory rules and regulations , market demands and experience.



## **Part Two**

### **Approval of Maritime Training Centers**

#### **Article 4**

##### **General Requirements**

- 1) In order to issue an approval to operate a maritime training center in Ethiopia, the Authority shall ensure that all training activities provided according to these Directives shall be developed, planned, operated and evaluated by analyzing the interrelation of the relevant educational elements as prescribed by the Authority.
- 2) Without prejudice to the generality of the stipulations under Article 4(1) and in order to comply with the requirements of Regulations I/6 and I/8 of the STCW Convention as amended, the procedures and guidelines set out by the provisions provided in hereunder shall be followed.

#### **Article 5**

##### **Basic Requirements for Obtaining Certificate of Approval to Operate Maritime Training Center**

Every Applicant who wishes to obtain certificate of approval for maritime training center in Ethiopia within the scope of the STCW Convention as amended and in accordance with these Directives shall:-

- 1) Have appointed instructors who:
  - a) have an appreciation of the training programme and an understanding of the specific training objectives for the particular type of training to be conducted;
  - b) are qualified for the task for which the training is to be conducted;
  - c) if using a simulator:
    - i. have received appropriate guidance in instructional techniques involving the use of simulators, and
    - ii. have gained practical operational experience on the particular type of simulator to be used;
- 2) Have appointed training supervisors, appropriate to the approved training programmes and courses to be conducted at the institute, who have a full



understanding of each approved training programme and course they are to supervise including its specific objectives;

- 3) Have appointed assessors who have received appropriate training in assessment methods and practice and:
  - a) have an appropriate level of knowledge and understanding of the competence to be assessed;
  - b) are qualified in the task for which the assessment is to be made;
  - c) have received appropriate guidance in assessment methods and practice;
  - d) have gained practical assessment experience; and
  - e) if they are to conduct assessment involving the use of simulators, have gained practical assessment experience on the particular type of simulator that is to be employed, under the supervision and to the satisfaction on an experienced assessor.
- 4) Ensure that the training programme or course is structured and conducted in accordance with Article 10 of these Directives;
- 5) Without prejudice to the provisions of these Directives, the Authority may issue additional requirements for the approval of maritime training centers.

### **Article 6** **Application Procedure**

- 1) An application to procure certificate of approval for a maritime training center in Ethiopia that offers to provide any maritime training within the scope of the STCW Convention as amended and in accordance with these Directives shall be supported by a proposal covering the following:
  - a) Name of the Maritime Training Center with full visiting and mailing address including telephone, fax and e-mail;
  - b) Course Title including the regulation and section of the code it relates to;
  - c) Scope & Objective of the course to explain the requirement of sea-service or any previous experience or any lower level training or certificate;
  - d) Entry Standards such as any requirement of Sea-Service or any previous experience or any lower level training or certificate as are



provided in the Convention for the particular types and levels of training;

- e) Duration of Course with breakdown of time to be spent on each subject;
  - f) Theory /lecture part by specifying Convention, Code, IMO model courses and other reference and lecture material;
  - g) Ratio of Student to instructors shall be suitable for the course applied;
  - h) Available textbooks ,copies of workbook, handouts and manuals;
  - i) Maximum class size for learning demonstration or simulation programmed;
  - j) Make reference to tools such as using simulators, equipment and machinery to be used including visits to ships and workshops;
  - k) Details of the qualification and experience of instructors and assessors;
  - l) Provision of physical facilities such as classrooms, bedrooms, study rooms, cafeteria, swimming pool;
  - m) Technical Facilities such as lifeboat, davit life raft, video ;
  - n) Mode of sssessment indicating a comprehensive test at the end of the course or continuous monitoring of performance;
  - o) Form of certificate to be issued including serial number to be used for quick reference; contact address to be used so that the Authority and companies can check its authenticity; and
  - p) Record keeping
- 2) Upon submission of its application, the applicant shall pay application and processing fee as prescribed by the Authority.
  - 3) When the Authority is satisfied with the submission of the above-mentioned proposal and application from the applicant, it shall arrange for an examiner or assessor to witness the conduct of the course to ensure that the documented procedures have been complied with.
  - 4) On the basis of the report of the assessor, the Authority may issue a Certificate of Approval Authorizing the maritime training Center to conduct training. The approval letter may contain such conditions that the Authority may consider necessary.



## **Article 7**

### **Audit**

- 1) The Authority shall conduct an audit on a maritime training center to ensure accreditation can be carried out.
- 2) The Authority shall conduct periodic and random audit on a maritime training center to ensure the maritime training is conducted in accordance with the requirements of the STCW as amended and these Directives.

## **Part 4**

### **Responsibilities of the Authority**

#### **Article 8**

##### **Quality Standards**

- 1) In accordance with the requirements of Regulation I/8 of the STCW Convention as amended, the Authority shall ensure that all trainings and assessment of competence, certification, including medical certification, endorsement and revalidation certification carried out by maritime training centers are continuously monitored through a quality standard system to ensure achievement of defined objectives including those concerning the qualifications and experience of instructors and assessors; .
- 2) The Authority may conduct an assessment of the documentation of the management system of the maritime training center to verify compliance with the applicable requirements in these Directives or additional requirements needed to comply with the quality objectives.

#### **Article 9**

##### **Communication of Changes**

- 1) Any changes to the course content, structure and instructor shall be sent to the Authority for assessment and approval.
- 2) Any changes to maritime training institute's address and premise shall be submitted to the Authority for approval.



## **Article 10**

### **Training**

- 1) The Authority shall ensure that all training and assessment of seafarers conducted by maritime training centers shall be in accordance with Section A-I/6 and Section A-I/8 of the STCW Convention as amended.
  - a) structured in accordance with written programmes, including such methods and media of delivery procedures and course material as are necessary to achieve the prescribed standard of competence; and
  - b) conducted , monitored , evaluated and supported by persons qualified
- 2) In particular the Authority shall ensure that :
  - a) The training manuals, curriculum and teaching materials developed by maritime training center and the medium of delivery shall be in the English language.
  - b) The training methodology shall include group discussion, practical demonstration and videos.
  - c) The duration of each course shall be commensurable to the hours specified for each course.
  - d) The instructors, supervisors and assessors shall be suitably qualified and certificated for the particular types and levels of training or assessment of competence of seafarers in accordance with paragraphs 3, 4, 5 and 6 of section A-I/6 of the STCW Convention and Article 13 of these Directives.

## **Article 11**

### **Assessment**

- 1) The Authority shall ensure that evaluations are periodically undertaken in accordance with the provisions of section A-I/8 of the STCW Code by qualified persons who are not themselves involved in the activities concerned.
- 2) The Authority may evaluate the effectiveness of progressive assessments in every training center at regular intervals or randomly and may circulate specific practical assessment directives whenever deemed necessary.
- 3) The training center shall be required to inform the Authority in advance the schedule for each of the training courses so that the later can



arrange for random check and inspection. However, the courses shall be monitored at intervals not exceeding five years as part of the quality standard system for submission of reports to IMO.

- 4) The Authority shall communicate the results of the evaluation required by paragraph two of Reg I/8 to the Secretary General in accordance with the format specified in section A-I/7 of the STCW Convention as amended;

### **Article 12** **Examinations**

For certification of masters, officers and ratings in the courses specified,

- 1) Examinations are given as a means of final assessment at the end of every course.
- 2) The examinations may consist of practical, demonstrative, oral or written examinations the combinations of which shall depend on the type of course. The Authority may issue notices regarding examinations.
- 3) The Authority may determine the passing mark for each of the particular types and levels of training examination.
- 4) Examinations are conducted at convenient examination centers under strict supervision of the Authority

### **Article 13** **Qualification of Instructors**

To be a qualified instructor of maritime training center, a person shall meet the following conditions:

- 1) Holds the required certification, endorsement or professional recognition;
- 2) Have the ability to conduct training and possess related operational experience; trained in effective teaching techniques ; and be able to show documented proof in a form of performance assessment or successfully completed a "train the trainer" course in accordance with IMO Model Course No.6.09 or syllabus approved by the Authority.





- 3) Individual who does not possess any certificate of competency and is not from the maritime field must submit documents confirming that he/she is expert in a particular field or possesses at least three years experience in specific professional services in the related field.
- 4) Academician serving at Public Higher Learning Institutions but who does not hold any certificate of competency may be allowed to teach professional courses provided he/she is a specialist in his/her discipline,
- 5) A simulator instructor must have practical operational experience in technical teaching of specific types of simulator including its usage.

#### **Article 14**

##### **Responsibility of Maritime Training Centers**

Every maritime training center conducting maritime training in Ethiopia, in addition to the requirements set out in part 2 of these Directives, shall;

- 1) Ensure that such maritime training center's professional marine education and training program conforms to the provisions of the STCW Convention as amended as well as other national and international standards, laws, and regulations relating to the training and certification of seafarers;
- 2) Ensure that the required knowledge, skills and expertise is transferred to Ethiopian Seafarers;
- 3) Shall get certificate of approval from the Authority to deliver maritime training in Ethiopia; it shall also arrange all the facilities to its trainees to get certificate of competency from the Authority after successfully accomplishing their training;
- 4) maintain records of all certificates and diplomas issued to students who complete their maritime education or training at the maritime training center , incorporating details of the education and training received and the relevant dates, together with their full names and dates and places of birth;
- 5) make available information on the status of such certificates and diplomas and on education and training as appropriate;



- 6) continuously monitor its training and assessment activities through a quality standards system to ensure achievement of its defined objectives including those concerning the qualifications and experience of its instructors and assessors;
- 7) undergo evaluation at intervals of not more than five years, by suitably qualified persons who are not themselves involved in the training or assessment activities concerned, so as to verify that the administrative and operational procedures at all levels within the maritime training center are managed, organized, undertaken, supervised and monitored internally in order to ensure their fitness for purpose and achievement of stated objectives.

## **Article 15**

### **Suspension or Cancellation**

- 1) The Authority may suspend or cancel a certificate of approval, as the case may be, where the maritime training center violates the provisions of STCW Convention as amended, the Proclamation and these Directives.
- 2) Without prejudice to the generality of sub-article (1) of this Article, the Authority may cancel a license on one of the following grounds:
  - a) where the certificate of approval is obtained with fraud /deceit or by producing falsified document of information;
  - b) where the maritime training center is found incompetent in running maritime training;
  - c) where it is ascertained that the maritime training center is found practicing any sort of deceitful activity or in a gross transgression of the proclamation and these Directives;
  - d) where the maritime training center is found conducting maritime training while its license is suspended;
- 3) Without prejudice to the generality of sub-article (1) of this Article the Authority may suspend a license on one of the following grounds:
  - a) Where a maritime training center fails, without good cause, to renew its license;



- b) Where the maritime training center employs persons, who do not fulfill professional Competency requirements stipulated by these Directives and the STCW Convention as amended.

**PART 5**  
**MISCELLANEOUS PROVISIONS**

**Article 16**  
**Delegation of Authority**

The Ministry hereby delegates the Authority to issue Standard Guidelines, Marine Notices and other rules and procedures for the implementation of these Directives.

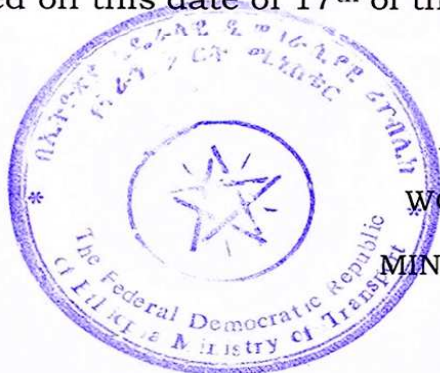
**Article 17**  
**Amendment and Repeal**

These Directives hereby repeals *Maritime Standard Guidelines on Approval and Monitoring of Maritime Academies No1 /2012*

**Article 18**  
**Effective date**

These Directives shall be effective up on the signature by the Minister of Transport.

Issued on this date of 17<sup>th</sup> of the Month of August of the year 2015.



WORKNEH GEBEYEHU  
MINISTER OF TRANSPORT