



THE UNIVERSITY OF TRINIDAD AND TOBAGO

THE UNIVERSITY OF TRINIDAD AND TOBAGO

CENTRE FOR MARITIME AND OCEAN STUDIES (CMOS)

CADET SEA TRAINING GUIDELINES

CHAGUARAMAS CAMPUS

2nd Avenue North
Western Main Road
Chaguaramas Trinidad W.I.

Revision No. 2, February 2019

Contents

1.0 Introduction	3
2.0 Sea Time required for Certificate of Competency	3
2.1 Deck Cadet Training	3
2.2 Engineer Cadet Training.....	3
3.0 Structure of Cadet Placement.....	4
4.0 Eligibility To Proceed To Sea	5
5.0 Training Objectives	6
Deck Cadets Training as stated in MNTB Deck Training Record Book.....	6
Engineering Cadets Training as stated in MNTB Engineering Training Record Book	6
6.0 Duties and Responsibilities	7
7.0 Seeking Your Own Experience	7
8.0 Conduct On Board.....	7
9.0 Employer Expectations	7
10. Expenses	7
GLOSSARY.....	8

CADET SEA TRAINING GUIDELINES

1.0 Introduction

On successful completion of the Diploma in Maritime Operations – Navigation or Engineering, a student may become eligible to proceed on to cadet sea training with a view to obtaining an internationally recognized Certificate of Competency as a Deck or Engineering Officer (Unlimited) in the merchant navy. A key element of the training necessary to achieve this certification is the completion of on-board ship sea service and training.

This manual details the requirements and guidelines to be observed by the Cadet whilst attaining the prerequisite sea service necessary for becoming eligible for professional qualification. Graduates of the Diploma in Maritime Operations (Navigation and Engineering Options) are eligible for cadet placements in accordance with these Guidelines. Cadets are placed on board vessels once a relationship has been established with the relevant company or Training Provider.

Cadets may also seek training berths with other training providers who are able to confirm adherence to the UTT Trainee Agreement, Training Record Book Guidelines and that they have Officers capable of supervising the Cadet's training and signing the tasks in the relevant Training Record Book. The University continuously seeks opportunities to deepen existing relationships and create new relationships with Training Providers.

2.0 Sea Time required for Certificate of Competency

2.1 Deck Cadet Training

On completion of 12 months sea service, the deck cadet will become eligible to sit written and oral examinations conducted by the MCA (UK) for issue of a first Certificate of Competency as Officer of the Watch (OOW) Unlimited (Deck Department). The SQA written examinations and MCA oral examination must be passed within 3 years prior to the date of the issue of your Certificate of Competency.

The cadet must have successfully completed a MCA approved programme of education and training, meeting the requirements laid down in Section 11 of MSN 1856 (M+F) Training & Certification Guidance: UK Requirements for Master and Deck Officers Certificates of Competency

2.2 Engineer Cadet Training

On completion of 6 months sea service (for Motor or Steam discipline) or 8 months sea service (for Combined Motor and Steam disciplines), the engineer cadet will become eligible to sit written and oral examinations conducted by the MCA (UK) for issue of a first Certificate of Competency as Officer of the Watch (OOW) Unlimited (Engine Department).

The cadet must have successfully completed a MCA approved programme of training, meeting the requirements laid down in 7 of MSN 1857 (Engineering).

3.0 Structure of Cadet Placement

The process for placing a cadet on a training berth is described below.

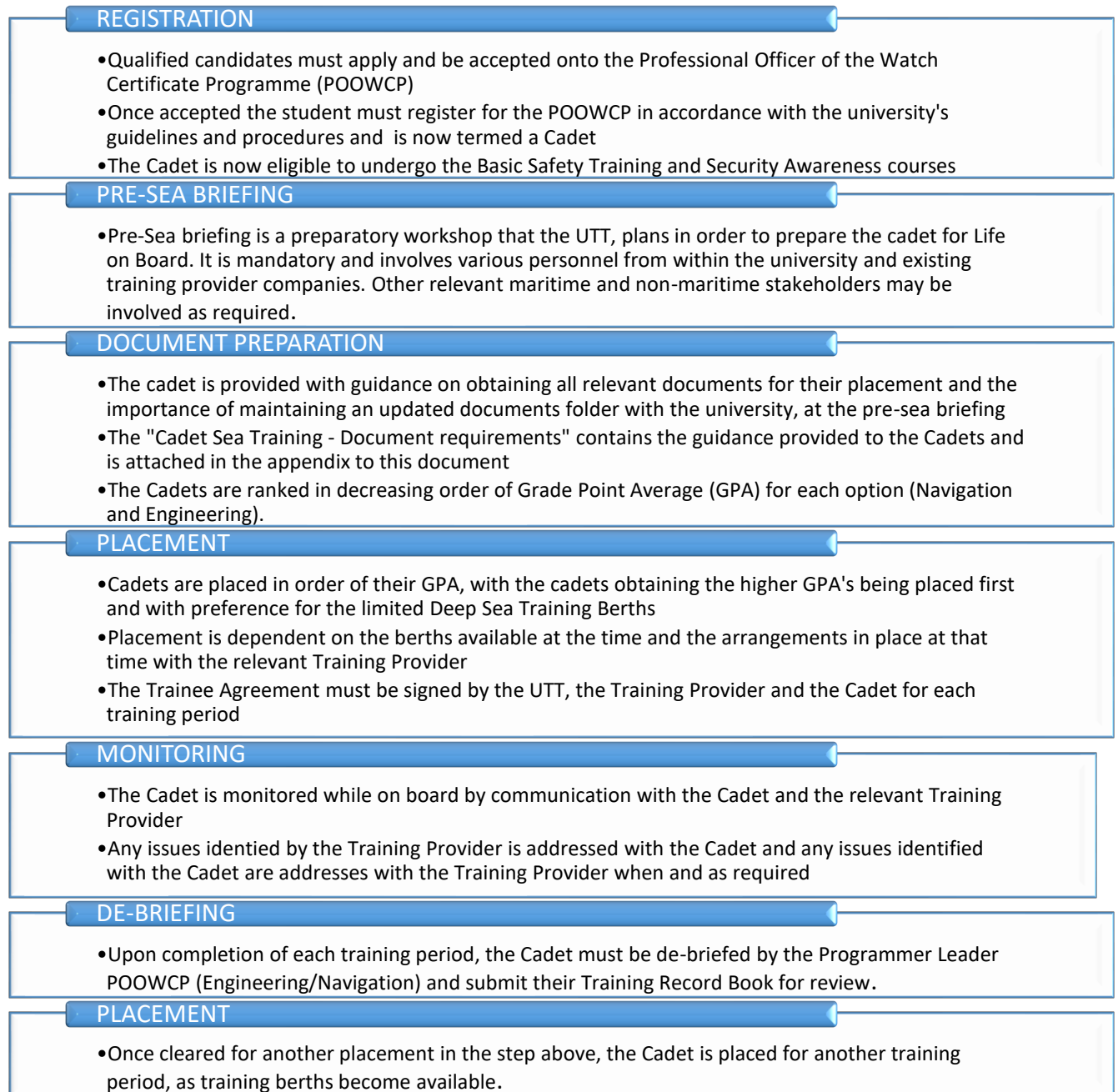


Figure 1: Process for Placing a Cadet on a Training Berth

4.0 Eligibility To Proceed To Sea

1. All students must have successfully completed the Diploma in Maritime Operations (Navigation or Engineering) programme of study. Additionally, they must have passed all Standards of Training Certification and Watchkeeping for Seafarers (STCW) assessments with the STCW pass marks (as appropriate in each course) as dictated by Maritime and Coastguard Agency (UK) (MCA) standards.
2. Prior to being eligible for sea training assignment, all students must:
 - (a) Possess a passport which must be valid for at least 6 months beyond the date at which the cadet will proceed to sea.
 - (b) Possess a C1/D Visa which must not expire whilst the ship is at sea (application may be made online to the American Embassy). **NB** a B1/B2 Visitor's Visa is NOT acceptable.
 - (c) Possess a valid immunisation card.
 - (d) Obtain an MCA Seafarer Medical Certificate (ENG1).
 - (e) Possess a Drug and Alcohol Test Certificate (Cocaine and Marijuana) issued by an MCA approved medical practitioner.
 - (f) Have successfully completed an MCA approved, Basic Safety Training Course, Security awareness course and any other training specific to the vessel.
 - (g) Obtain a Seamen's Discharge Book from the Maritime Services Division of the Ministry of Works and Infrastructure.
3. All cadets must receive a Merchant Navy Training Board (UK) Training Record Book (TRB) (Deck/Engineer) available through the University. All cadets must attend a **MANDATORY** introductory guidance session which will give details on the correct procedures for the completion of the TRB. This will be conducted by the appropriate Programme Coordinator.
4. All cadets will be issued with a copy of the current 'CODE OF CONDUCT for the MERCHANT NAVY' which details the disciplinary standards expected of all seafarers serving onboard a ship.
5. A cadet will be assigned to a vessel depending upon his/her final Cumulative Grade Point Average (cGPA) achieved at the end of the UTT diploma programme. Students with the highest cGPA will be given priority for placement with a shipping company (herein referred to as "the Training Provider").

5.0 Training Objectives

Cadets will be required to fully and correctly complete the MNTB (Merchant Navy Training Board) Training Record Book (TRB) as this book provides evidence to the MCA of a planned and structured on-board training programme and will enable them to evaluate competence for the issue of a first Certificate of Competency (MNTB Training Record Book, page 7). Tasks are specific for type of training whether Deck or Engineering. These tasks are grouped under broad areas of activity and referenced to National Occupational Standards (NOS) as follows:

Deck Cadets Training as stated in MNTB Deck Training Record Book

Area of Activity	National Occupational Standard
Safety	<ul style="list-style-type: none"> - Take personal emergency action on board a vessel - Respond to emergencies on board a vessel - Take control of survival craft and rescue boats
Maintenance	<ul style="list-style-type: none"> - - Maintain steelwork and deck equipment on board a vessel
Bridge Watchkeeping And Navigation	<ul style="list-style-type: none"> - Contribute to maintaining a navigational watch - Maintain a navigational watch - Initiate the response to navigation emergencies
Ship Operations	<ul style="list-style-type: none"> - Contribute to maintaining a navigational watch - Maintain a navigational watch - Initiate the response to navigation emergencies
Mooring, Anchoring And Securing	<ul style="list-style-type: none"> - Contribute to vessel mooring, anchoring and securing operations - Control vessel mooring, anchoring and securing operations
Operational Management	<ul style="list-style-type: none"> - Maintain personal, health, safety and environmental standards on board a vessel - Maintain safe, legal and effective working practices on board a vessel - Create, maintain and enhance productive working relationships on board a vessel

Engineering Cadets Training as stated in MNTB Engineering Training Record Book

Area of Activity	National Occupational Standard
Safety	<ul style="list-style-type: none"> - Take personal emergency action on board a vessel - Respond to emergencies on board a vessel - Take control of survival craft and rescue boats
Engine-room Watchkeeping	<ul style="list-style-type: none"> - - Take Charge of an Engine Room Watch
Operate Machinery	<ul style="list-style-type: none"> - Prepare and Operate Vessel Propulsion Machinery and Ancillary Systems - Operate Vessel Auxiliaries and Service Machinery - Operate and Adjust Vessel Electrical Equipment
Maintenance	<ul style="list-style-type: none"> - Carry out Maintenance of Vessel Electrical Machinery and Systems - Carry out Maintenance of Vessel Mechanical Machinery and Systems
Operational Management	<ul style="list-style-type: none"> - Maintain personal, health, safety and environmental standards on board a vessel - Maintain safe, legal and effective working practices on board a vessel - Create, maintain and enhance productive working relationships on board a vessel

6.0 Duties and Responsibilities

Cadets responsibilities include:

- Submission of all required documents upon registration for the POOWCP or shortly thereafter
- Signing and submission of a Trainee Agreement prior to the commencement of the placement.,
- Submission of his/her TRB to the Programme Coordinator for review of progress and training at the earliest opportunity after leaving a vessel (within two weeks),.

The cadet understands that the above stated documentation verifies the validity of sea service achieved.

Non-submission of the TRB to the Programme Coordinator at the end of each placement will make the cadet INELIGIBLE TO JOIN A SUBSEQUENT VESSEL.

7.0 Seeking Your Own Experience

Any placement leads initiated by the cadet must be directed to the Programme Coordinator for verification and approval. Such sea service must be in accordance with the guidelines specified in MCA MSN 1856 (for deck cadets) or MSN 1857 (for engine cadets) as appropriate.

8.0 Conduct On Board

All cadets are ambassadors of The University of Trinidad and Tobago and are expected to perform their training and duties on board the vessel with the utmost dedication and sobriety to be expected of an officer cadet..

All cadets are expected to meticulously comply with the guidance contained in the 'CODE OF CONDUCT for the MERCHANT NAVY' – UK 2013 and any future amendment(s).

Any breach of this Code or any conduct that brings the name of the University into disrepute whilst on board any vessel will be treated very seriously and may result in withdrawal of the cadet from the programme.

Any disciplinary breaches will be dealt with firstly, in accordance to the guidelines laid out in the 'CODE OF CONDUCT for the MERCHANT NAVY- UK 2013' and secondly, in accordance with the section Student Behaviour and Comportment: Student Misconduct of The University of Trinidad and Tobago General Academic Regulations, Policies and Procedures for All Academic Programmes.

9.0 Employer Expectations

In accordance with the Employer Expectations highlighted in the Pre Sea Briefing, as well as the Student Guide, the Training Provider shall terminate the placement as a result of any breach of or disregard for the 'CODE OF CONDUCT for the MERCHANT NAVY- UK 2013' by the cadet.

10. Expenses

- i. If the Cadet, declines a placement, after all travelling expenses have been paid by UTT, the Cadet shall reimburse UTT in full for all expenses incurred.
- ii. If the Cadet wishes to leave the vessel prior to the completion of the assigned training period all expenses incurred in this respect will be for his/her own account.
- iii. Expenses incurred by the Cadet of a private nature, including communication expenses and bonded stores, are for the account of the Cadet.

GLOSSARY

Ancillary training certificates

Certificates associated with STCW short courses required for the issue of a certificate of competency

B1/B2 Visitor's Visa

"*Visitor*" *visa* is a nonimmigrant visa for persons desiring to enter the U.S. temporarily for business (B-1) and for pleasure or medical treatment (B-2)

C1/D Visa

C1/D Crew member/*Transit Visa* is a non-immigrant *visa* for persons desiring to enter the United States as a passenger to join a vessel or aircraft

Cadet

An officer trainee who has completed a *Diploma in Maritime Operations – Navigation/Engineering* programme of The University of Trinidad and Tobago

Code of Conduct for the Merchant Navy

A *code of conduct* is a set of rules outlining the responsibilities of or proper practices for an individual, party or organization. This code details standards of behavior and discipline to be observed when serving as a crew member on a ship

Maritime & Coastguard Agency (UK) (MCA)

The Maritime & Coastguard Agency implements the government's maritime sea policy in the UK and works to prevent the loss of life on the coast and at sea

MSN 1856 (M+F) Training & Certification Guidance: UK Requirements for Master and Deck Officers

This Merchant Shipping Notice (MSN) sets out and explains the regulatory requirements regarding the implementation of training elements applicable under Chapter II of the Standards of Training, Certification and Watchkeeping (STCW) Convention and Code. It outlines the certification structure and examination and training requirements for Merchant Navy deck officers. The certification system provides a structured progression route for trainee officers and ratings entering the industry to achieve Officer of the Watch (OOW), Chief Mate and Master qualifications.

MSN 1857 (M+F) Training & Certification Guidance: UK Requirements for Engineer Officers and Engineer Operators

This Merchant Shipping Notice (MSN) sets out and explains the regulatory requirements regarding the implementation of training elements applicable under Chapter III of the Standards of Training, Certification and Watchkeeping (STCW) Convention and Code. It outlines the certification structure and examination and training requirements for Merchant Navy engineer officers. The certification system provides a structured progression route for trainee officers and ratings entering the industry to achieve an Engineer Officer of the Watch (EOOW), Second Engineer Officer and Chief Engineer Officer qualifications

MNTB

Merchant Navy Training Board (UK)

Officer of the Watch (OOW)

An officer on a ship responsible for maintaining either a navigational or engineering watch on a ship

Seamen's Discharge Book

A seamen's discharge book is a full record of a seaman's career experience and certification

STCW

Standards of Training, Certification and Watchkeeping (IMO) as laid down in the STCW Convention, 1978, as amended (Manila Amendments). These standards specify the minimum standards with respect to the training of seafarers

TRB

Training Record Book (Deck/Engine)