CERTIFICATION PLAN

SEATRAINING PROJECT

MARINA COMPETENCE CERTIFICATE (M.C.C.)

22/10/2009
Final SEATRAINING Conference
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CERTIFICATION PLAN

Seatraining Project

EUROMARINA (European Federation of Yachting Harbours), will be the organization in charge to certificate and to issue the Seatraining's Euromarina Competence Certificates / Diplomas

Also, Euromarina will certificate/homologate the training centers or organizations that wish to offer the training courses.

Structure definition of the training standards

Marina Competence Certificate

(M.C.C.)

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Training standards

Once the job functions have been defined by SEATRAINING, SEATRAINING defines the Curriculum and minimum levels of proficiency to be achieved by candidates, for the proper performance of functions in Marinas and boatyards, prescribing minimum mandatory requirements for training, assesment and certificaction

	JOB TITLE	
Job functions & needs - Mandatory Requirements (1)	Job functions & needs -Mandatory Requirements (2)	Job functions & needs - Mandatory Requirements (n)
Diferent Levels of Proficiency (1.1-1.2- 1.n)	Diferent Levels of Proficiency (2.1-2.2- 1.n)	Diferent Levels of Proficiency (n.1-n.2- n.n)

Each Curriculum and level of proficiency is referred to an associated training and an assesment method and criteria to demonstrate that the mandatory knowledges and competency has been acquired by the candidate

Proficiency Level		
Associated Training	Assesment method	Evaluation Criteria

Finally the Professions of the staff are defined by the set of jobs.

STAFF PROFESSION		
JOB Function –1-	JOB Function–2-	JOB Function –n-

REFERENCE	FUNCTION PROCESS		File card
COMPETENCY	ASOCIATED TRAINING	METHOD OF COMPETENCY DEMONSTRATION	CRITERIA OF COMPETENCY ASSESMENT

The Euromarina Certifications, starts from the certification of competency, certifies the Marina Job functions, and in this way, the Profession.

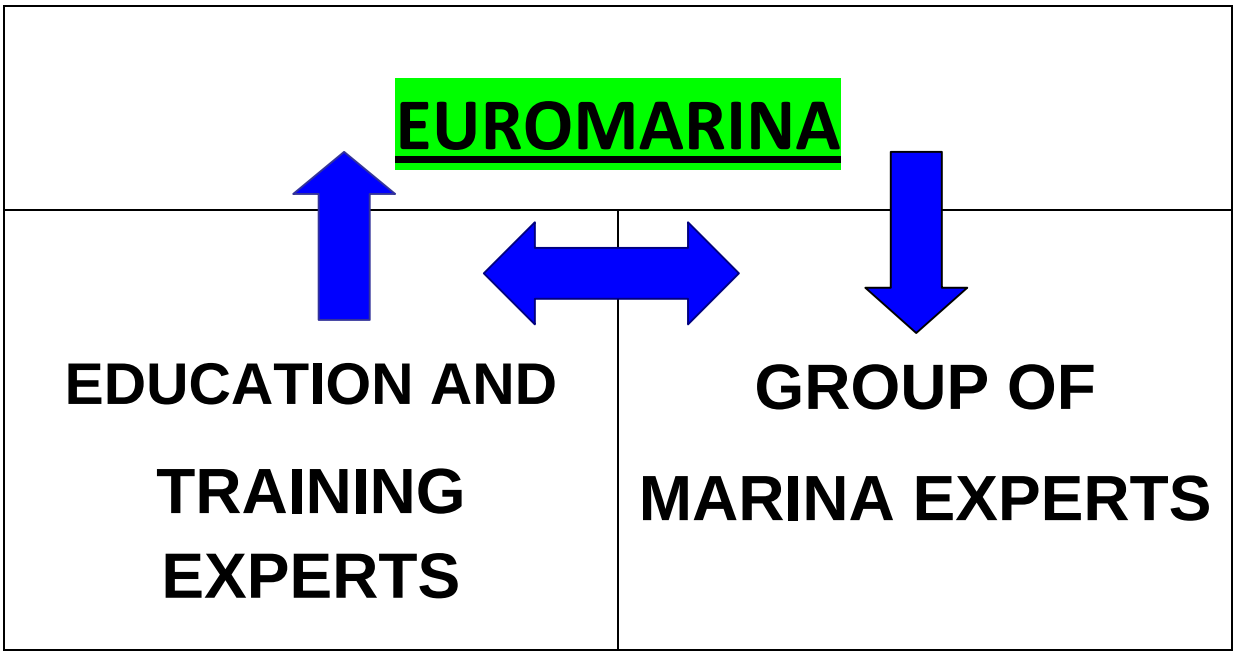
EUROMARINA CERTIFICATION		
PROFICIENCY CERTIFICATION	JOBS CERTIFICATION	PROFESSION CERTIFICATION

Methodology employed

Following a survey by Euromarina, a group of experts representing individual marinas, association and federations have identified areas where training must be improved.

The job functions in marinas have been defined, together with the minimum levels of proficiency to be achieved by candidates, for the proper performance of functions in Marinas and boatyards.

With the collaboration of a group of experts in education The education programmes have been formulated to address the needs of each job functions so that all staff are trained to operate at a satisfactory level when judged by a common set of criteria.



The definition of the education standards is composed of 4 independent phases.

EDUCATION / TRAINING STANDARDS			
Phase 1 Definition of Job Functions	Phase 2 Definition of minimum levels of proficiency	Phase 3 Verification validation	Phase 4 Mandatory requirements and certification conditions

Phase 1:

Definition of the Job functions by Seatraining and the experts of the sector.

For that:

- Definition of the characteristics of the job positions (functions, characteristics)
- Definition of job responsabilities, levels of competency.

Phase 2:

Definition of Curriculums and minimum levels of proficiency by Seatraining and the experts in education.

For that:

- Formulation of education programmes.
- Formulation of the competency assesment methods
- Formulation of the evaluation assesment criteria

Phase 3:

Verification and validation by Seatraining and the experts of the sector.

- Evaluation of the proposals.
- Verification of its adequacy and additional improvements

Phase 4:

Finaly, Seatraining and experts in education, prescribe the mandatory requirements for training, assesment and certification, by.

- Adaptating the selected proposals and formulating the certification conditions

Euromarina Certificación Committee

Euromarina will create a Certification Committee for each EU country with the aim to control the minimum mandatory requirements for training and the quality levels of the centres, previously authorised to offer the training courses, as well as its teaching personnel.

Euromarina, together with its National/Regional trade association member, will establish the conditions and requirements to be followed by the centres which wish to offer this kind of training, regarding to their system, rules and regulations of education, as well as for the administrative aspects of their teaching operation.

In the same way, this Committee will determine and emit a favourable or unfavourable report on the requests sent by each Training centres and Candidates, as regards to Homologation, Certifications, to grant Dispensation of training and to give exemption for individual Evaluation, and any other causes which requires to be studied for its approval.

This committee will have the faculty to modify, when it be convenient, the conditions and requiremets made on the Formation, Évaluation, Assesment, Certification, Homologation, Dispenses and any matter related with the Marina Competence Certificates.

The Committee wil be chair by the Euromarina National delegate and have as members: Two delegates from the National Marina Trade Federation (One belonging to the Regional trade association), a minimum of two education experts elected by the Euromarina delegate.

Criteria of homologation of the centres or training companies

The training centres or companies which wish to offer courses, to obtain the certificates of competence by candidates and staff employed in the marinas, will have to make a writen application to Euromarina to acquire its homologation.

Euromarina will request the documentation according to the conditions stablished by the Committee and other relevant information to the applying organization, all of which will be submited to the evaluation of the Certification Committee and in the case of approval, Euromarina will emit and send to the applicants the homologation certificate, which will be proof that the organisation may start the teaching activity.

The centres, so homologated by Euromarina will be able to obtain, on a previous application, the certificates of competence for the candidates which have passed succefully the theoretical and practical examinations.

In the case of marinas which wish to offer certain training courses, they will have to meet a minimum of conditions, previously stablished by the Committee.

Procedure to apply for inspection and homologation of a training center

1. Application by the Center or Marina to the Euromarina Certification Committee through the National trade Association ("NTA") member of Euromarina, indicating training knowledge experience and means of education
2. The "NTA" log the application, inform to Euromarina and provide one or two experience visitor/inspectors
3. Once the visitors have inspected the Center/Marina, the Inspectors prepare the report and submits it to Euromarina Certification Board for approval.
4. Euromarina issue the Diploma for the Center.

Criteria for training, assesment and certification

1). - TRAINING

The training courses will be based on the complete program established for each subject and each certificate, as well as in their theoretical part as in its practical.

Each course will have a minimum duration, part of the total hours established for each programme.

The approved training centres or organizations which wish to offer a particular course, will have to communicate it in writing to Euromarina with 15 days at least, prior to the beginning of the course.

In the document it will have to appear:

- Name of the Training Center, organisation or Marina
- Identification of the Course Director or the Person in charge
- Name of the course to be exempted
- Dates and schedules of the course
- List with full names of candidates

The training centres which include these courses in their annual school program, will send their program to Euromarina, at least one month before starting the school period, and will have to confirm the beginning of the course in each case.

The teaching personnel who will offer the courses should have the knowledge and experience which Euromarina will have determined and

established as one of the mandatory conditions, which the applicants should proof to have and indicate in the request form for homologation.

2). – EVALUATION/ASSESMENT

The same centers or organizations which will offer the courses will be in charge to evaluate and asses by means of theoretical and practical examinations the level of proficiency and competence achieved by the candidates.

By finalizing each course, they will emit and send a certificate to Euromarina with the final results obtained by each candidate

3). - CERTIFICATION

Once the examinations of evaluation are finished and the assesment certificate emited, the training organization who offered the course or directly by the candidate, will apply to Euromarina the emission of the corresponding certificates.

Euromarina will communicate to the training center or the organization the requirements and procedure for such application.

The Certificate will include the name of the Training Center, the candidate assesment results and should be signed by the National Trade Marina Federation/Association and by Euromarina.

Certification options

There are three options to obtain the certificates of professional competences:

CERTIFICATION

By means of following Training course in marinas

By following the courses at the training centres homologated by Euromarina

By corroboration of other training courses and/or giving evidence of **(n years)** experience of work in a marina

1). - COURSE IN THE MARINAS

All the marinas, members of the National Marina Trade Organisation, may apply for and offer the training courses and may apply for the Certificates of Euromarina. Education and training staff might asses and justify the knowledge acquired by the candidates, provided they meet the established conditions, regarding education standars, set by the Certification Committee

2). - TRAINING HOMOLOGATED ORGANISATIONS

Any training organisation of the European Community will be allowed to apply for homologation to Euromarina to offer the training courses.

Euromarina will homologate the applicants organizations to offer the courses provided that they meet the mandatory requirements conditions for training, assesment and certification.

3). - VALIDATION OF THE TRAINING PROGRAM

The candidates, with proven experience and knowledge, to obtain the Euromarina Certificates, may request from Euromarina the exemption of the program or part of it. Euromarina may grant dispensation provided that the candidates bring other certificates and/or give proof of experience for the proper performance of functions in marinas and boatyards.

In that case, Euromarina and the Certification Committee will study the application and, independently of the documents and any other information that could be previously required to the candidate, will emit a favourable or unfavourable report. If favourable will proceed with the emission of the certificates.