

Pixi Book

for
Training Officers
for Students on
the Shipmaster
Professional Bachelor
Degree Programme



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Preface

The Pixi book for training officers of students of the professional bachelor's degree programme in maritime transport and ship management is mainly comprised of excerpts from the "Executive order on the shipmaster professional bachelor degree programme", "Training Record Book for introductory maritime traineeship" ("Uddannelsesbog for indledende søpraktik") and "Training Record Book for final maritime traineeship" ("Uddannelsesbog for afsluttende søpraktik"). The excerpts have been selected according to their relevance to training officers. The Pixi book has been written to serve as a brief introduction to the responsibilities of training officers.

Purpose of the shipmaster programme

The purpose of the professional bachelor's degree programme in maritime transport and ship management (shipmaster) is to qualify the student to perform the role of a senior officer in the maritime industry. Graduates should be able to join the crew of merchant vessels as a watchkeeping officer and, after the required length of seagoing service has been met, be able to gain maritime certification as a shipmaster. Graduates should be able to perform supervisory tasks on board a ship, taking into account applicable rules and norms relating to social, safety, environmental and the working environment.

Graduate shipmasters must meet the requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (the STCW Convention) so that, after the required length of seagoing service has been met, management-level certificates can be issued in accordance with Chapter II/2 of the convention for merchant vessels (no tonnage limit).

Structure of the programme

The standard time limit for the professional bachelor's degree programme in maritime transport and ship management (shipmaster) is 3 years and 9 months of training. The training alternates between theory and traineeships. The programme includes two traineeships. The first traineeship period is called the introductory maritime traineeship, which lasts 9 months. The second traineeship period is called the final maritime traineeship (vocational traineeship), which lasts 6 months.

The Traineeship

The traineeship must qualify the student to obtain certificates that meet the requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (the STCW Convention) so that, after the required length of seagoing service has been met, management-level certificates can be issued in accordance with Chapter II/2 of the convention for merchant vessels (no tonnage limit).

The traineeship must take place under the supervision of a qualified training officer and must be completed in accordance with an Training Record Book.

Suggested objectives for safety familiarisation exist for both traineeship periods. The purpose, objective and contents for these can be found in the Training Record Books.



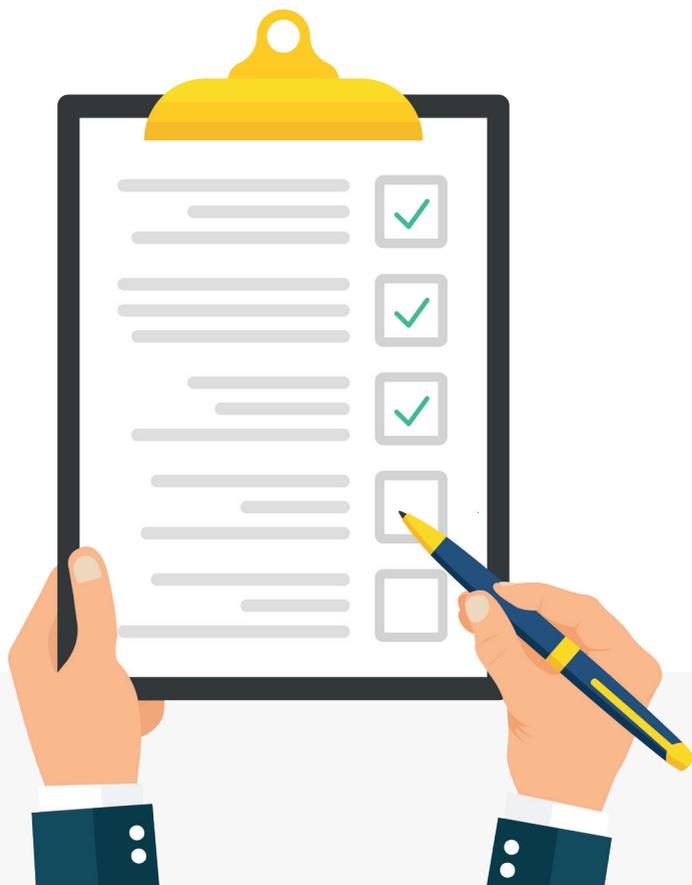
Purpose of the Introductory Maritime Traineeship

The purpose of the traineeship is to give the student experience with the practical application of the skill-related qualifications in a corporate environment. Additionally, the purpose is for the student to be able to participate in a company's organisation with a focus on communication, safety and cooperation. The 9-month traineeship should include a minimum of 6 months of effective seagoing service as well as training in maritime safety, first aid, occupational health and safety at sea and firefighting.

During the introductory maritime traineeship, students must be involved in bridge watchkeeping under the supervision of a qualified officer in order to attain the navigational watchkeeping certification in accordance with Regulation II/4 of the STCW Convention. Students must undergo a minimum of 6 months' bridge watchkeeping under the supervision of the shipmaster or a qualified officer in accordance with Regulation II/1 of the STCW Convention. The bridge watchkeeping service should be organised so as to give the student the opportunity to keep watch while the ship is transiting through canals, sailing trafficked waters and during manoeuvres. Considerable importance should be attached to the student's understanding of the necessity of maintaining good discipline on the bridge, in compliance with Chapter VIII of the STCW Convention.

The maritime traineeship must include engine room service to ensure familiarisation with the engine room and practical skills for ensuring the operation of minor parts of the machinery in vessels where there is no requirement for a machinery crew.





The Purpose of the Vocational Traineeship

The purpose of the vocational traineeship is for the student to learn to work in a development-oriented and problem-solving manner in the shipmaster profession. By making connections between their experiences and theoretical knowledge, students should be able to identify and analyse subjects, areas and issues that lie at the heart of the shipmaster profession.

The student should achieve knowledge of the operational tasks on merchant vessels and the planning and organisation of the work on board the vessel. Students should also prepare their bachelor's project during this traineeship period.

The traineeship should result in an exchange of knowledge, skills and values between training and vocation/business as well as the creation of a network.

In the final traineeship period, students should work with different subjects. According to the Training Record Book, the subjects are the following:

- Safety, working environment and environmental protection
- Maintenance and repairs on board
- Watchkeeping and communication
- Marine engineering, cargo handling and stowage
- Thermal machines and systems
- Electric and electronic machines, systems and equipment
- Process analysis and automation
- Finance, ship, operational and safety management
- A more elaborate description of the purpose and contents of these subjects can be found in the "Training Record Book for the Final Maritime Traineeship".



Study Activities during the Traineeship

This section contains a brief description of the study activities the student must complete during the traineeship. In addition to the study activities, the student should not forget to do the following:

- to complete the Training Record Book's "particulars of the trainee" form,
- to have the training officer sign off on the "Safety Familiarisation" form as soon as possible after each embarkation upon having undergone training in the required procedure,
- to complete the form "Particulars of the Ship" during the first period on board,
- to read the shipping company's internal guidance on the traineeship period at sea,
- to have the training officer sign off on completed subjects as well as inspect the book,
- to present the Training Record Book to the senior officers at least once a month for inspection and monitoring,
- to present the Training Record Book to the shipping company for inspection,
- to present the Training Record Book to the school/centre upon completion of the traineeship period,
- to complete the listed assignments as well as project work,
- to get the assignments and project work approved before signing off.

Logbook

During their traineeship period, students must write entries about their experiences and reflections in a logbook. The logbook should contain and be structured by the subjects of the traineeship period (for further information, see the Training Record Books) allowing it to be used as documentation that objectives have been completed.

The student can also use the logbook to write their assignments and project assignments as well as reflections on practice. (More detailed instructions on how entries should be made in the logbook can be found in the Training Record Book's *Logbook* section).



The Training Record Book

During the traineeship, the student must work with the Training Record Book as well as the activities described herein. The Training Record Book forms the basis for documentation that the training has been completed on board at a satisfactory level. The Training Record Book must be presented to the Danish Maritime Authority once the student wishes to be issued a certificate of competency.

The purpose of the Training Record Book is for it to:

- manage the practical training during the traineeship period so that the student, ship's officers and training officer are informed about the achievement of the objectives for the traineeship period
- serve as documentation for the listed objectives having been achieved.

The student may only continue their training after completion of the traineeship period when they are able to present a completed Training Record Book.

The Training Record Book describes the tasks falling under the traineeship's subjects in further detail. They are listed as a checklist which must be signed off on by the training officer.

Many of the subjects covered in the Training Record Book as well as the written assignments require the seafarer to study in their free time on board the ship. However, general subjects can be covered as part of the student's daily work on board the ship.

The Training Record Book contains training forms as a record of the training objectives. The ship's training officer must sign off on each training objective once it has been satisfactorily completed. Once an objective has been completed, the student must continue to learn about the subject.



Assignments

Over the course of the traineeship period, students must work with various mandatory assignments. The purpose of these assignments is for the student to demonstrate planning and execution of normal safety routines and working processes on board the ship.

Each assignment contains a theoretical component and a practical component. The theoretical component of the assignment describes the preparatory work required for carrying out the task as well as a subsequent description of the task which was carried out (max 3 pages). The practical component of the assignment consists of the execution of the task itself (for further information and examples of assignments, see the Training Record Book).

It is the training officer's responsibility to evaluate and comment on the written assignments as well as sign off on them with the name of the ship, the date and their signature.

Submission of the assignments should be distributed fairly evenly over the course of the traineeship period.

If the training officer/ship's officers find it more expedient, an assignment can - if necessary - be replaced by or combined with a practical action-oriented examination on the subject.

The training officer serves as a supervisor in connection with the assignments. The completed written assignment is submitted to the training officer, who evaluates and comments on the written submission. If the written submission can be approved, the training officer signs off on the assignment with a date and signature and registers it in the overview of assignments. In the event that a written assignment cannot be approved, the student must correct the assignment or prepare a new written assignment taking into account the feedback from the training officer.

Project Work

Students must complete a project, either with or without the supervision of the training officer. The purpose of the project work is to write a description of the ship and its operating routines with a particular focus on its safety-related aspects.

The project work is theoretical in nature, and a maximum page count of 10 is recommended (excluding annexes). The structure and content of the assignment is described in the Training Record Book.

It is the training officer's responsibility to evaluate and comment on the project work as well as sign off on it with the name of the ship, the date and their signature. It is also the training officer's responsibility to approve the project work. The Training Record Book for the final maritime traineeship contains an elaboration of guidelines for delivery of the project as well as approval criteria.

The project assignment should be submitted no later than one month before the end of the student's seagoing service.





What are the Training Officer's Responsibilities?

The training officer must sign off on having reviewed the seafarer's logbook.

The training officer is the seafarer's contact person on board the ship. Among other things, this means that the training officer organises the training on board the ship together with any other senior officers so that particular consideration is given to the seafarer's background, time at sea, age, experience, etc.

It is the training officer's responsibility to inspect the Training Record Book at least once a month as well as during signing/signing off of the student. The training officer must certify the Training Record Book.

The training officer must supervise the student in connection with the carrying out of the mandatory assignments. It is recommended that the training officer evaluates and comments on the seafarer's written work.

The training officer should regularly examine the logbook and sign off on having done so.

On each ship, it is recommended that the ship's officers prepare a form of handover upon the end of a traineeship period. Such a handover will be of great use when officers are replaced, as it makes it easier for the replacement to determine each seafarer's training status and what to focus on next.

Further Reading

If you would like to read the excerpts in context, you can read the following:

Danish Agency for Institutions and Educational Grants, 2012, *Uddannelsesbog for afsluttende søpraktik*

Danish Maritime Authority, 2007, *Uddannelsesbog for Indledende søpraktik*

Danish Ministry of Higher Education and Science, 2017, *Executive order on the shipmaster professional bachelor's degree programme*

Questions?

Contact Danish Shipping's traineeship office if you are looking for training material or if you have any questions about the role of training officer.

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