



**LEARNERS PROGRAMME
HANDBOOK**

**ADVANCED CERTIFICATE IN
MARINE MECHANICS**



Purpose

Marine mechanics are an integral part of society and industry in today's world markets. For Seychelles, this is crucially important for mainly two reasons, the first being our economy's dependence on fishing and also our reliance on marine trade for our imported products. A marine mechanic will handle the maintenance and repair of inboard and outboard engines as well as bodywork and preventative maintenance like oil changes and tune-ups. The fleets of merchant marine ships as well as all of the recreational boats and personal watercraft need marine mechanics to maintain recreational activities and supply the necessary products in our lives from fruits and vegetables to electronics and textbooks.

Merchant and trade vessels must be in sea-worthy condition to ship exports and bring imports into the country. The engines of the vessels must be in top form and meet performance expectations set by the company and international trade agreements. Without properly working engines on seagoing ships, world trade would come to a slow crawl. The marine mechanics are the backbone of the shipping industry's ability to function and maintain its ships to provide for the population of our country and others around the world.

Regular tune-ups and engine analysis are needed for ships as they are at sea for extended periods. The saltwater wreaks havoc on equipment and rough seas, which are present on every voyage, putting the ship's engine through laborious situations. This creates wear on the engine that must be attended to when it returns to port. A marine mechanic may work on a vessel at sea providing maintenance and troubleshooting at sea. This position is particularly important as the onboard marine mechanic must be able to work under pressure and repair

or solve the problem at sea. A ship not moving towards its destination will not deliver trade goods to its respective purchasers.

Mission: *“To provide quality marine mechanics training and professional qualifications in accordance with international standards, leading to career paths in the marine and related industry at a local and international level.”*

Aim: *“To train and motivate the young Seychellois to take up challenges and new opportunities in the marine mechanics sector both on local and international sea going vessels.”*

Entry Requirement

- IGCSE with grade ‘D’ and above for English and grade ‘E’ and above for Mathematics and Physics or;
- Certificate in Apprenticeship in SMA 1/SIT 3/SIT 4/ SIT 6 with GPA of 70% and above or;
- Certificate in SIT 9/SIT 10/SIT 11/SIT 12/SIT 13/SIT 17/SIT 18/SIT 20

Learning Outcomes

Learners will be able to make use/acquire;

- Adequate knowledge in Marine Engineering
- Adequate knowledge in Marine Electro Technology
- Apply basic Marine Mathematics
- Adequate knowledge in Engineering Science
- Adequate knowledge in Marine Communication and Technology
- Apply ICT Skills
- Apply basic Seamanship Techniques
- Able to demonstrate understanding of Welding and Fabrication
- Apply basic Safety
- Adequate understanding in Planning Maintenance and Inspection
- Apply Watch Keeping Techniques
- Apply basic Geometry and Technical Drawing Skills
- Adequate understanding of Instrumentation and Control

Certification

Upon completion of the programme the learner will have the knowledge and skills to perform duties of a Marine Mechanic at an Advanced Certificate level. The total credit requirement for this programme is 260 credits.

The qualification awarded is Level 4 on the National Qualification Framework (NQF).

ADVANCED CERTIFICATE IN MARINE MECHANICS

List of Statements of Competencies – Year 1

N ^o	Course Title	Statement of competencies	Contact hours	Non-Contact Hours
01	<ul style="list-style-type: none"> • Proficiency in Elementary First Aid • Proficiency in Personal Safety and Social Responsibilities • Proficiency in Personal Survival Techniques • Proficiency in Fire Prevention and Fire Fighting • Proficiency in 	Basic Safety Courses STCW as amended; <ul style="list-style-type: none"> • Proficiency in Elementary First Aid • Proficiency in Personal Safety and Social Responsibilities • Proficiency in Personal Survival Techniques • Proficiency in Fire 	70	35

	Ship Security Awareness	Prevention and Fire Fighting <ul style="list-style-type: none"> Proficiency in Ship Security Awareness 		
02	Marine Engineering Knowledge Level 1	Demonstrate understanding in Marine Engineering Knowledge Level 1	60	30
03	Marine Electro Technology Level 1	Demonstrate understanding of Marine Electro Technology Level 1	60	60
04	Basic Marine Mathematics	Apply Basic Marine Mathematics	30	15
05	Engineering Science Level 1	Demonstrate understanding of Engineering Science Level 1	30	30
06	Marine Communication and Technology	Demonstrate understanding of Marine Communication and Technology	30	30
07	Information and Communication Technology Skills (ICT)	Apply Information and Communication Technology Skills (ICT)	30	30
08	Basic Seamanship Techniques	Apply Basic Seamanship Techniques	30	15
09	Welding and Fabrication Level 1	Demonstrate understanding of Welding and	60	30

		Fabrication Level 1		
10	Basic Safety	Demonstrate understanding of Basic Safety	30	15
11	Plan Maintenance and Inspection Level 1	Demonstrate understanding in Plan Maintenance and Inspection Level 1	30	15
12	Watch Keeping Techniques	Apply Watch Keeping Techniques	30	15
13	Maintenance and Repair Level 1	Demonstrate understanding in Maintenance and Repair Level 1	60	30
Total Hours (550 Contact + 350 Non-Contact hrs)			900 hrs	

Total Contact and Non-Contact Hours	C 550 hrs + NC 350 hrs	900 hrs
Work-Based Experience		400 hrs
TOTAL		1300 hrs

List of Statements of Competencies – Year 2

N^o	Course Title	Statement of competencies	Contact hours	Non-Contact Hours
01	Marine Engineering Knowledge Level 2	Demonstrate understanding in Marine Engineering Knowledge Level 2	90	45
02	Marine Electro Technology Level 2	Demonstrate understanding of Marine Electro Technology Level 2	60	60
03	Applied Marine Mathematics	Demonstrate understanding in Applied Marine Mathematics	40	40
04	Basic Geometrical and Technical Drawing Skills	Apply Basic Geometrical and Technical Drawing Skills	30	15
05	Engineering Science Level 2	Demonstrate understanding of Engineering Science Level 2	40	40
06	Welding and Fabrication Level 2	Demonstrate understanding of Welding and Fabrication Level 2	90	45
07	Instrumentation and Control	Demonstrate understanding of Instrumentation and Control	60	30
08	Maintenance and Repair Level 2	Demonstrate understanding in Maintenance and	90	45

		Repair Level 2		
	Total Hours (500 Contact + 320 Non-Contact hrs)		820 hrs	

Total Contact and Non-Contact Hours	C 500 hrs + NC 320 hrs	820hrs
Work-Based Experience		480 hrs
TOTAL		1300 hrs

Proposed Course Delivery

ADVANCED CERTIFICATE IN MARINE MECHANICS			
SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
<ul style="list-style-type: none"> • Proficiency in Elementary First Aid • Proficiency in Personal Safety and Social Responsibilities • Proficiency in Personal Survival Techniques • Proficiency in Fire Prevention and Fire Fighting • Proficiency in Ship Security Awareness (C 70hrs; NC 35hrs) 	Marine Engineering Knowledge Level 1 (C 30hrs; NC 15hrs)	Marine Engineering Knowledge Level 2 (C 15hrs; NC 7.5hrs)	Marine Engineering Knowledge Level 2 (C 75hrs; NC 37.5hrs)
Marine Engineering Knowledge Level 1 (C 30hrs; NC 15hrs)	Marine Electro Technology Level 1 (C 30hrs; NC 30hrs)	Marine Electro Technology Level 2 (C 15hrs; NC 15hrs)	Marine Electro Technology Level 2 (C 45hrs; NC 45hrs)
Marine Electro Technology Level 1 (C 30hrs; NC 30hrs)	Engineering Science Level 1 (C 15hrs; NC 15hrs)	Basic Geometrical and Technical Drawing Skills (C 15hrs; NC 7.5hrs)	Applied Marine Mathematics (C 40hrs; NC 40hrs)

Basic Marine Mathematics (C 30hrs; NC 15hrs)	Basic Seamanship Techniques (C 15hrs; NC 7.5hrs)	Welding and Fabrication Level 2 (C 45hrs; NC 22.5hrs)	Basic Geometrical and Technical Drawing Skills (C 15hrs; NC 7.5hrs)
Engineering Science Level 1 (C 15hrs; NC 15hrs)	Welding and Fabrication Level 1 (C 30hrs; NC 15hrs)	Instrumentation and Control (C 15hrs; NC 7.5hrs)	Engineering Science Level 2 (C 40hrs; NC 40hrs)
Marine Communication and Technology (C 30hrs; NC 30hrs)	Plan Maintenance and Inspection Level 1 (C 15hrs; NC 7.5hrs)	Maintenance and Repair Level 2 (C 45hrs; NC 22.5hrs)	Welding and Fabrication Level 2 (C 45hrs; NC 22.5hrs)
Information and Communication Technology Skills (ICT) (C 30hrs; NC 30hrs)	Maintenance and Repair Level 1 (C 30hrs; NC 15hrs)	Work Based Experience (C 480hrs; NC N/A)	Instrumentation and Control (C 45hrs; NC 22.5hrs)
Basic Seamanship Techniques (C 15hrs; NC 7.5hrs)	Work-Based Experience (C 400hrs; NC N/A)		Maintenance and Repair Level 2 (C 45hrs; NC 22.5hrs)
Welding and Fabrication Level 1 (C 30hrs; NC 15hrs)			
Basic Safety (C 30hrs; NC 15hrs)			
Plan Maintenance and Inspection Level 1 (C 15hrs; NC			

7.5hrs)			
Watch Keeping Techniques (C 30hrs; NC 15hrs)			
Maintenance and Repair Level 1 (C 30hrs; NC 15hrs)			
TOTAL NUMBER OF CONTACT AND NON-CONTACT HOURS PER SEMESTER			
(C 385hrs; NC 245hrs)	(C 565hrs; NC 105hrs)	(C 630hrs; NC 82.5hrs)	(C 350hrs; NC 237.5hrs)

Assessment

Principles;

- i. Each course of a programme shall be assessed independently.
- ii. Assessment activities shall be representative samples from the domains of learning within the course.
- iii. Assessment shall be based on elements of competency or related outcomes.
- iv. Assessment activities shall be based on skills, knowledge and attitudes.
- v. Various modes of assessment shall be used.
- vi. The learner shall be made aware of the assessment details in the Course Outline/Framework Plan which shall be issued to the learner at the start of each course.
- vii. The learner shall be given opportunities for practice and shall be provided feedback on practice, before the final assessment/examination where applicable.
- viii. The learner shall be given a clear idea of their progress and attainment as they proceed through a course.
- ix. The quantity and quality of assessed work shall be comparable between courses.

Types of assessment;

- Written (e.g.: test and examination, multiple choice question)
- Oral (e.g.: presentations, seminar and micro-teaching)
- Practical work (e.g.: simulation, checklist, creative productions, working task, performances, workshop)
- Research project
- Work-based Experience (e.g.: diary, report)

Assessment schedule and load;

- i. The Course Outline/Framework Plan shall be provided to the learner in the first contact session of each course.
- ii. The Course Outline/Framework Plan shall specify for each assessment:
 - a. the nature of the assessment item;
 - b. the approximate length or duration of the item;
 - c. the weighting of the item;
 - d. the criteria for assessment;
 - e. the week of the semester in which the item is due to be completed/submitted or presented.
- iii. The task details for each assessment shall be given to learners at least 3 weeks before the assessment due date.
- iv. Assignment and/or practical work and/or research project shall take a minimum of 30% of

- the total time for the course (contact and non-contact hours).
- v. There shall be a minimum of three (3) assessments per course (minimum TWO continuous assessments and ONE overall assessment)

Minimum requirements for the attainment of the qualification;

- Successfully complete all courses with a minimum of 55%
- To be promoted to second year, learner shall score a GPA of 65%
- Successfully complete all the relevant work-based experience
- Learner must have displayed acceptable standards of professional conduct and behaviour
- Shall attend a minimum of 90% attendance of the schedule contact sessions

Re-sit;

- i. Learners shall be permitted to repeat, resit or resubmit only final/overall assessment tasks that constitute a fail grade for the course.
- ii. A learner shall be given **one** opportunity to re-sit each final/overall assessment he/she has failed provided that the learner shall score 35% or above for the first attempt.
- iii. The date for repeat, resit or resubmission of an assessment shall be determined by the lecturer responsible in consultation with the Programme Leader/Head of Programme.

- iv. Deferred assessment which is failed must be reassessed at the next available opportunity.
- v. Where it is not practical to repeat a component of assessment the lecturer concerned shall specify an alternative and equivalent form of assessment. The alternative assessment shall be approved by the Programme Leader/Head of Programme.
- vi. Failure without good reason to undertake reassessment on the date agreed on shall result in failure for that assessment component. The mark obtained originally for the completed assessment task shall be maintained.

Appeals for appeal against an assessment decision;

- i. Appeal shall be submitted in writing to the Director, through the Head of Programme within 5 working days of notification of the assessment results.
- ii. The appeal panel shall be made up of at least 3 persons, one chosen by the course lecturer and two by the Director. The persons chosen shall be members of staff of the SMA and approved by the Director.
- iii. The panel shall consider the appeal and make written recommendations to the Director within 5 working days. The Director shall convey the decision in writing to the learner within 5 working days of receipt of recommendations of the panel.
- iv. The learner may appeal against the SMA's decision in writing to the Chairperson of the SMA Board within 5 working days of receipt of the Director's letter.

Work-Based Experience

- i. WBE is a compulsory component for all learners.
- ii. Attendance and punctuality are important.
- iii. For each WBE component, the learner shall abide by the normal working hours of the organization approved by the SMA.
- iv. Complete and submit tasks assigned by the SMA for completion during the WBE period as appropriate.
- v. They are expected to work according to the schedule of normal workers in the host organization.
- vi. If absence is unavoidable, the onus is on the learner to inform the host organization and the SMA.
- vii. All absences have to be satisfactorily substantiated by supporting documents and illness of more than one day has to be substantiated by a medical certificate.
- viii. Learners will have to complete the total number of days absent for the WBE during a period of time negotiated with the SMA and the host organisation.

Voluntary Exit from the Programme

- i. Learner shall write a voluntary exit letter, addressing to the Director of SMA.
- ii. The Director shall respond to the letter for voluntary exit within seven working days of receipt of the letter.
- iii. The LSO shall inform all support and academic staff of SMA regarding the learner's choice for voluntary exit.
- iv. The learner shall return all SMA's belongings before exiting.
- v. If the learner has completed his/her STCW short courses during his/her time at SMA, the HOP for Safety and Survival shall handover all his certificates to him/her before leaving.

Deferment from the Programme

- i. Learner shall request for deferment in writing, addressing to the Director of SMA.
- ii. The Director shall respond to the request for deferment within seven working days of receipt of the letter of request and stipulate the grounds for re-instatement.
- iii. The learner shall be re-instated if placement is available and if the programme is on offer.
- iv. The learner shall inform the Director through the LSO in writing of her intention to resume her studies at least one month in advance.
- v. Copies of all communication shall be placed in the learner's personal file.

Suspension and Termination

- i. Any offences committed after the Third and Final Written Warning shall result in Suspension or Dismissal depending on the severity of the offence.
- ii. Should a learner be removed from his/her Work Base placement by the organization he/she will be offered only one alternate placement. Further rejection of the learner for the work based placement will result in dismissal.
- iii. The Director shall suspend, dismiss or terminate the offender considering the recommendation(s) of the Deputy Director for Education and Training and the Disciplinary Committee.
- iv. The Seychelles Maritime Academy have the authority to dismissed learner(s) as stated in Article 7(d) SMA Charter (*see appendix 14*).

Procedure for Academic complaints

A complaint can be for awarding grades or any other complaint to do with academic misconduct.

- i. A learner having a complaint should, where appropriate, first try to reach agreement with the staff concerned. The issue will be forwarded to the Chairperson of the Academic Committee, using a Learner Grievance Form (*see appendix 1*) within 5 working days from the date the complaint is lodged.
- ii. Upon being notified of a learner complaint, the Academic Committee must meet with the learner to discuss the complaint within 5 working days by completing the Learner Grievance Response Form (*see appendix 12*).
- iii. If the staff member concerned does not meet with the learner within 5 working days, or if such a meeting would be inappropriate under the circumstances, or if the issue remains unresolved after a meeting between the learner and the staff member, the learner may submit a written appeal to the Director using the Learner Grievance Review Form (*see appendix 13*), which he/she will forward to the Academic Committee, who will attempt to mediate the complaint.
- iv. The Chairperson of the Academic Committee must issue a written decision on the appeal and a description of the proposed resolution, if any, no later than 5 working days.
- v. A learner may appeal a decision by the Academic Committee, to the Director. The appeal request must be submitted no more than 5

- working days after the date on which the academic Chair's decision was sent.
- vi. The Director will select the members of the hearing panel within 5 working days of his or her receipt of the appeal or, if that is too close to the end of a semester or session, within 5 working days after the beginning of the next semester. This hearing panel shall consist of 5 members, 3 academic staff and 2 learners. Of the staff members, only 1 may be from the same department as the staff member concerned.
 - vii. The hearing panel shall:
 - a. Select the date, time and location of the hearing and notify the learner and the staff member of this information.
 - b. Make available to the learner and staff member, at least 5 working days prior to the hearing, all material that has been furnished to the hearing panel and the names of any witnesses who may give testimony.
 - c. Provide the learner and staff member with the opportunity to hear all testimony and examine all documents or other materials presented to the hearing panel.
 - d. Provide the learner and staff member with the opportunity to question each witness.
 - e. Permit the staff member and learner to make a summary statement at the conclusion of the hearing.

- f. Within 7 working days after the conclusion of the hearing, the hearing panel shall prepare a written decision and proposed resolution, if any. The hearing panel shall inform the Deputy Director for Education and Training, Head of Programme and the Director of the decision in writing.

Procedure for Non-Academic complaints

A learner who believes that he or she has been subjected to unlawful discrimination or harassment, bullying, including sexual harassment, by another learner or staff may seek resolution through the following procedures.

- i. A learner who believes he or she is being subjected to unlawful discrimination or harassment by another learner or staff, including sexual harassment and bullying, shall submit a written complaint to the learner support officer/Registrar using the Learner Grievance Form.
- ii. If the written complaint using the Learner Grievance Response Form reasonably suggests that a violation of the Code of Conduct has occurred, within 5 working days of making this determination the Learner Support Officer/Registrar through the Director will provide notice of the complaint to the learner or staff against whom it was filed.
- iii. The aggrieved learner may submit a written appeal to the LSO/Registrar using the Learner Grievance Review Form, which he/she will forward to the Director who will intervene in the event the complaint or issue remains unresolved.

APPENXIES (Sample)

Forms can be collected at the LSO's office at any time

Appendix 1 – Learner Grievance Form

Appendix 2 – Learner Grievance Response Form

Appendix 3 – Learners Grievance Resolution Review
Form



DATE: _____

LEARNER GRIEVANCE FORM

Please read the Learner Grievance Procedure guidelines carefully before completing this form

1. Name of Learner:

2. Learner Identification Number:

3. Programme Title:

4. Address of Correspondence:

5. Contact Telephone Number:

6. Details of grievance (please ensure that all relevant details are provided here including the date, time and place of the incident. Relevant supporting documents may also be included as deemed necessary):

I, the undersigned, fully understand that a copy of this document form may be provided to any member of staff who is the subject of this grievance or who may be otherwise involved.

Signed: _____ Date: _____

Officer/Registrar or Director of the Academy.

For Office Use Only: Date of Receipt:
--



DATE: _____

LEARNER GRIEVANCE RESPONSE FORM

Please read the Learner Grievance Procedure guidelines carefully before completing this form

1. Name of Learner who submitted grievance:

2. Learner Identification Number:

3. Comment on the specific grievance submitted by the Learner:

Any other relevant information:

Where relevant, give details of the steps taken by the Academy to address the grievance. Please include information on steps taken by other staff that may have been in addressing the grievance.

4. Findings of the investigation by Director. Please outline decision and reasons for this.

I, the undersigned, fully understand that a copy of this document form may be provided to any member of staff who is the subject of this grievance or who may be otherwise involved.

Signed & Date Director of the Academy:

Completed forms should be returned to Learner and Learner Support Officer/Registrar.

For Office Use Only: Date of Receipt:

--



DATE: _____

LEARNER GRIEVANCE RESOLUTION REVIEW FORM

Please indicate the nature of your grievance

_____ Academic or Course Related

_____ Non Academic/Miscellaneous

1. Name of Learner:

2. Learner Identification Number:

3. Programme Title:

4. Address of Correspondence:

5. Contact Telephone Number:

Provide a statement describing reason for a review:

What action (s) have you taken to attempt to resolve the grievance? Please attach a copy of any documentation relating to the resolution of your grievance.

Signed of Learner:

Date:



Address: Seychelles Maritime Academy (SMA)
Industrial Estate, Providence, Mahe
Republic of Seychelles

Contact: Tel: +248 4381100/5 Fax: +248 4374847

Email Id: director@sma.edu.sc

Website: www.sma.edu.sc