



LEARNERS PROGRAMME HANDBOOK
ADVANCED CERTIFICATE IN NAUTICAL SCIENCE



PURPOSE

Nautical Science is 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 nautical science certificate holder will handle the maintenance and upkeep onboard the fleets of merchant marine ships as well as all of the recreational boats and personal watercraft needs skilled crew 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 vessels must be in good condition set by the company and international trade agreements. Without skilled crew on seagoing ships, world trade would come to a slow crawl. The ship's crew is the backbone of the boat in order to make sure that the vessel sails from point A to point B without any problems. Regular maintenance of the vessel and its upkeep is needed and this is where the knowhow of the deck crew is needed. The deck crew of a vessel will make sure that all goes well onboard while the vessel is at sea so that the vessel makes it to the destination without any difficulties

Mission:

"To provide quality Nautical training and professional qualified in accordance with international standards, leading to career paths in the nautical 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 nautical sector both on local and international sea going vessels."

Entry Requirement

- S5 school leavers/mature students who has successfully pass IGCSE with grade "D" and above for English, Mathematics and Physics or Geography or
- Certificate in Apprenticeship in SMA 1 GPA of 70% and above and ~~a bridging assessment~~ must have the required IGCSE

Competencies: YEAR 1

1. Basic safety courses STCW 1978 as amended;
 - 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
2. Demonstrate understanding in Basic Coastal Navigation and Chart Work
3. Demonstrate understanding in Nautical Knowledge
4. Demonstrate understanding in Mathematics
5. Demonstrate understanding in Maritime English
6. Apply information and communication technology skills (ICT)
7. Demonstrate Theory and Practice of Seamanship.

Competencies: YEAR 2

1. Demonstrate understanding of the using navigation instruments use for navigation.
2. Demonstrate knowledge of ship stability
3. Demonstrate knowledge in cargo operation
4. Demonstrate Knowledge in ship manoeuvring
5. Demonstrate Knowledge in meteorology
6. Apply knowledge in information & communication technology in regards to navigation
7. Demonstrate understanding of marine communication and technology
8. Apply mathematics to basic calculation to navigation, stability and cargo operation
9. Demonstrate knowledge on how to use VHF radio

Final, exit qualifications to be awarded:

- .1 Title of the qualification(s) to be awarded: **Advanced Certificate in Nautical Science**
- .2 Level of the qualification: **Level 4**
- .3 Credit value of the qualification: **260 credits**
- .4 Awarding authority: **Seychelles Maritime Academy**
- .5 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~~ **85%** attendance of the schedule contact sessions

LIST OF COMPETENCIES

YEAR 1

Statement of Competency	Course Title	Contact Hours Theory/Practical			Non-Contact Hours			Semester(s) Involve
		Weekly	Semester		Weekly	Semester		
			1	2		1	2	
Basic safety courses STCW 1978 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 prevention and fire fighting • Proficiency in ship security awareness 	<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 	BLOCK	70 hrs (50%)	N/A	BLOCK	35 hrs	N/A	1
Demonstrate understanding in nautical knowledge	Nautical knowledge	4 hrs	45 hrs	45 hrs	2 hrs	20 hrs	25hrs	1 & 2
Demonstrate understanding of Theory & Practical of SeamanShip	Theory & Practical of SeamanShip	5.5 hrs	45 hrs	45 hrs	3 hrs	20 hrs	25hrs	1 & 2
Apply trade calculations related to nautical science	mathematics	4 hrs	40 hrs	40 hrs	2 hrs	20 hrs	20 hrs	1 & 2
Demonstrate understanding of marine communication and technology	Marine communication and technology	2 hrs	30 hrs	30 hrs	2 hrs	15 hrs	15 hrs	1 & 2
Apply information and communication technology skills (ICT)	Information and communication technology	2 hrs	30 hrs	30 hrs	2 hrs	15 hrs	15 hrs	1 & 2
Demonstrate understanding of Basic Coastal Navigation & chart work	Basic Coastal Navigation & chart work	4 hrs	45 hrs	45 hrs	2 hrs	20 hrs	25hrs	1 & 2
Total Hours			540 hrs			270 hrs		
Total Contact & Non-Contact Hours	810 hrs							

Apply knowledge and skills of Nautical Science during work-based experience	Work-Based Experience	BLOCK	N/A	490 hrs	N/A	N/A	N/A	2
Total hours			490 hrs					
GRAND TOTAL HOURS			1300 HRS					

YEAR 2

Statement of Competency	Course Title	Contact Hours Theory/Practical			Non-Contact Hours			Semester(s) Involve
		Weekly	Semester		Weekly	Semester		
			3	4		3	4	
Demonstrate understanding of Basic Coastal Navigation & chart work (2)	Basic Coastal Navigation & chart work	4 hrs	45 hrs	45 hrs	2 hrs	20 hrs	25hrs	3 & 4
Demonstrate knowledge of marine meteorology	Marine Meteorology	4 hrs	45 hrs	45 hrs	2 hrs	20 hrs	25hrs	3 & 4
Demonstrate understanding of ships stability	Ships Stability	2 hrs	30 hrs	30 hrs	2 hrs	15 hrs	15 hrs	3 & 4
Demonstrate the ability to manoeuvre a boat	Ship Manoeuvring	2 hrs	30 hrs	30 hrs	2 hrs	15 hrs	15 hrs	3 & 4
Apply trade calculations related to nautical science	Mathematics	2 hrs	30 hrs	30 hrs	2 hrs	15 hrs	15 hrs	3 & 4
Demonstrate understanding of marine communication and technology	Marine communication and technology	2 hrs	30 hrs	30 hrs	2 hrs	15 hrs	15 hrs	3 & 4
Apply information and communication technology skills (ICT)	Information and communication technology	2 hrs	30 hrs	30 hrs	2 hrs	15 hrs	15 hrs	3 & 4
Demonstrate understanding of cargo handling	Cargo handling	2 hrs	30 hrs	30 hrs	2 hrs	15 hrs	15 hrs	3 & 4
Ability to use a VHF radio	ROC	4 hrs	N/A	40 hrs	2 hrs	20 hrs	N/A	4
Total Hours			580 hrs			290 hrs		
Total Contact & Non-Contact Hours	870 hrs							

Apply knowledge and skills of marine mechanics during work-based experience	Work Based Experience	BLOCK	430 hrs	N/A	N/A	N/A	N/A	3 & 4
Total hours			430 hrs					
GRAND TOTAL HOURS			1300 hrs					

TIME TABLE ACROSS THE SEMESTERS

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)	Nautical Knowledge (C 45hrs; NC 20hrs)	Basic Coastal Navigation & chart work (C 45hrs; NC 20hrs)	Basic Coastal Navigation & chart work (C 45hrs; NC 25hrs)
Nautical Knowledge (C 45hrs; NC 25hrs)	Theory & Practical Seamanship (C 45hrs; NC 25hrs)	Ships Stability (C 30 hrs; NC 15)	Ships Stability (C 30 hrs; NC 15)
Theory & Practical Seamanship (C 45hrs; NC 20hrs)	Basic marine mathematics (C 40hrs; NC 20hrs)	Mathematics (C 30hrs; NC 15 hrs)	Mathematics (C 30hrs; NC 15 hrs)
Basic marine mathematics (C 40hrs; NC 20hrs)	Marine communication and technology (C 30hrs; NC 15hrs)	Cargo handling (C 30hrs; NC 15hrs)	Cargo handling (C 30hrs; NC 15hrs)
Marine communication and technology (C 30hrs; NC 15hrs)	Information and communication technology (C 30hrs; NC 15hrs)	Information and communication technology (C 30 hrs; NC 15)	Information and communication technology (C 30 hrs; NC 15)
Information and communication technology (C 30hrs; NC 15hrs)		Marine Meteorology (C 45hrs; NC 20hrs)	Marine Meteorology (C 45hrs; NC 25hrs)
Basic Coastal Navigation & chart work (C 45hrs; NC 20hrs)	Basic Coastal Navigation & chart work (C 45hrs; NC 25hrs)	Ship Manoeuvring (C 30hrs; NC 15 hrs)	Ship Manoeuvring (C 30hrs; NC 15 hrs)
	Work-Based Experience (C 490hrs; NC N/A)	Marine communication and technology (C 30hrs; NC 15 hrs)	Marine communication and technology (C 30hrs; NC 15 hrs)
		Work Based Experience (C 430hrs; NC N/A)	ROC (C 40hrs; NC 20HRS)

TOTAL NUMBER OF CONTACT AND NON-CONTACT HOURS PER SEMESTER			
(C 305hrs; NC 150hrs)	(C 695hrs; NC 120hrs)	(C 700hrs; NC 130hrs)	(C 310hrs; NC 160hrs)

The programme will be delivered in both theory and practical activities which will include

- Presentation (including videos)
- Class room lecture
- Practical
- Simulation
- Case Studies
- Site visits etc.



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.

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~~ 85% 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~~ two 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. **All Absence without a valid reason or medical paper for more than 3 days the learner will face disciplinary action which may lead to dismissal.**
- ix. 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/Registrar 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. **The learners shall settle any debt that she/he has with the canteen operator before leaving.**
- vi. 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 program is on offer.
- iv. The learner shall inform the Director through the LSO/Registrar 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.

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.

- v. 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.
- vi. 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)
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Republic of Seychelles
Contact: Tel: +248 4381100/5 Fax: +248 4374847
Email Id: director@sma.edu.sc
Website: www.sma.edu.sc

