



AWARENESS

Public awareness and understanding of the maritime industry and the vital role it plays in sustaining day-to-day life around the world, especially for the promotion of careers in the maritime industry

www.maritimeinfo.org/

BEST PRACTICE

Voluntary training standards beyond the requirements of SOLAS and STCW, such as:

The Tanker Officer Training Standard (TOTS) –

www.he-alert.org/documents/published/HE00785.pdf

COMPETENCE MANAGEMENT SYSTEM

Identifying present and future competence needs, facilitating comprehensive communication between sea and shore regarding training, and turning competence goals into business results

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DISTANCE LEARNING

Learning that takes place with the instructor and learner(s) in physically separate locations

e-learning - learning that is primarily in an electronic format, i.e., Computer-Based Training (CBT), which may or may not involve the internet

www.he-alert.org/documents/published/he01150.pdf

The Manila Amendments to the Seafarers' Training, Certification and Watchkeeping (STCW) Code, Regulation B-I/6 Art 6-11

www.he-alert.org/documents/published/he01155.pdf

Work-based learning - the development of vocational learning and skills whereby the student has the opportunity to apply in the workplace the academic knowledge acquired while at University/College

www.he-alert.org/documents/published/he01160.pdf

Self-directed learning - A process in which students take the initiative to diagnose their learning needs, formulate learning goals, identify resources for learning, select and implement learning strategies, and evaluate learning outcomes.

Blended learning - a flexible approach to delivery that combines distance learning/ e-learning/ work-based learning with face-to-face university/college teaching/learning methods

EDUCATION & TRAINING

Education - the gradual process of acquiring knowledge through learning and instruction. The development of personal attributes through upbringing and observation and gaining knowledge through textbooks

Training - the development of skills or knowledge through instruction or practice. A planned systematic development of the aptitude, knowledge, understanding, skill, attitude and behaviour pattern required by an individual, so that

he/she can adequately carry out a given task or perform in a particular job

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FAMILIARISATION

Knowledge and understanding of a ship and its systems

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www.he-alert.org/objects_store/Alert_Issue_8.pdf

ISM Code, Article 6.3:

www.he-alert.org/documents/published/he01165.pdf

INDUCTION

A process for helping a newcomer to the industry to settle into new working and social environments

www.he-alert.org/documents/published/he01170.pdf

GAP ANALYSIS

Assessing the gap between the knowledge, skills and attitudes that the people in the organization currently possess against the knowledge, skills and attitudes that they require to meet the organization's objectives. The root of a training Needs Analysis (TNA) – a review of learning and development needs for staff within the organisation

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www.he-alert.org/objects_store/Alert_Issue_11.pdf

www.cipd.co.uk/hr-resources/factsheets/identifying-learning-talent-development-needs.aspx

HUMAN ELEMENT LEADERSHIP & MANAGEMENT

STCW prescribed mandatory training requirements in resource management, leadership and teamworking skills at operational level, and leadership and managerial skills at management levels

The Manila Amendments to the Seafarers' Training, Certification and Watchkeeping (STCW) Code

www.he-alert.org/documents/published/he01175.pdf

INTER CULTURAL EDUCATION

Understanding the cultural backgrounds, beliefs and attitudes of different nationality groups

www.mindtools.com/pages/article/cultural-intelligence.htm

www.he-alert.org/filemanager/root/site_assets/standalone_article_pdfs_0905-/he01180.pdf

JOB ANALYSIS

The first stage in the process of defining the nature and purpose of the role and the skills and attributes needed to carry out a job, which forms the basis of a job description and person specification

www.mindtools.com/pages/article/newTCS_02.htm

KNOWLEDGE, SKILLS & ATTRIBUTES

The key components of a Competency Framework

Knowledge - the theoretical or practical understanding of a subject

Skill - proficiency that is acquired or developed through training or experience

Attribute – a quality or characteristic of a person

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www.he-alert.org/user/download.asp

LIFELONG LEARNING

Ongoing learning activity, to improve knowledge, skills and competence. A key component of Continuing Professional Development (CPD) - the process that enables maritime professionals to take control of their own learning and development by carrying out activities that ensure they are competent and successful throughout their career, both at sea and ashore

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www.he-alert.org/objects_store/Alert_Issue_20.pdf

www.nautinst.org/en/membership/CPD/

MENTORING

A work related or professionally based partnership between two people which gives them the opportunity to share their professional and personal skills and experiences, and to grow and develop in the process

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www.he-alert.org/objects_store/alert_31.pdf

www.he-alert.org/filemanager/root/site_assets/standalone_article_pdfs_0905-/he01185.pdf

www.he-alert.org/documents/published/he01190.pdf

NEW OPPORTUNITIES

Encouraging seafarers to fulfil their career aspirations, preparing them for promotion onboard or into shore management, or directing them towards post-graduate education or advanced skills training to allow them to diversify into the wider maritime sector

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ON JOB TRAINING

Onboard continuation training and drills to ensure compliance with SOLAS/ISM and other international conventions and resolutions, and for the updating of individual skills

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www.he-alert.org/documents/published/he01195.pdf

PERSONAL DEVELOPMENT

Improving personal awareness and identity, developing talents and potential, building human capital and facilitating employability

www.he-alert.org/filemanager/root/site_assets/centrespreads/centrespread_4.pdf

http://en.wikipedia.org/wiki/Personal_development

QUALITY ASSURANCE

To verify the quality of maritime training providers globally to a uniform standard

<https://rules.dnvgl.com/docs/pdf/DNVGL/ST/2014-04/DNVGL-ST-0029.pdf>

REMINDERS

The use of aide-mémoires, performance aids, reminder cards, crib sheets, descriptive labels, etc. to assist the teaching/ learning process

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www.he-alert.org/objects_store/Alert_Issue_2.pdf

SIMULATION

A realistic imitation, in real time, of any shiphandling, radar and navigation, propulsion, cargo/ballast or other ship-system incorporating an interface suitable for interactive use by the trainee or candidate either within or outside of the operating environment

www.he-alert.org/documents/published/he01200.pdf

www.he-alert.org/documents/published/he01205.pdf

TRAINING THE TRAINER

Ensuring that maritime college lecturers and trainers are appropriately qualified to teach/train those competencies for which they are employed to teach and to have an up to date appreciation of modern day ship operations and of the new technology aboard ships

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UPDATING/REVALIDATION

The revalidation of certificates of competency

The Manila Amendments to the Seafarers' Training, Certification and Watchkeeping (STCW) Code, Regulation I/11

www.he-alert.org/documents/published/he01210.pdf

VIDEOS

Short films that can be viewed online or downloaded to a PC or Mobile device, aimed at anyone with an interest in the Maritime Human Element

www.he-alert.org/en/videos.cfm

WORKFORCE DEVELOPMENT

Developing and supporting people to ensure access to a skilled and flexible workforce

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<http://nos.ukces.org.uk/Pages/Search.aspx> (then type Maritime)

www.investorsinpeople.com/iip-standard