

DEPARTMENT: ON BOARD TRAINING OFFICE

Procedure in Assigning On Board Training Slot

1. PURPOSE:

To ensure that the relevant requirements of current and relevant JCMC on the guidelines of the implementation of ON BOARD TRAINING requirements under the BSMT and BSMARE program will be properly complied.

2. SCOPE:

The procedure is applicable to the students of University of Cebu- Maritime Education Program only;

3. REFERENCE:

3.1 JCMC 01 s2019 as amended

3.2 University of Cebu – Maritime Education Program Quality Policy

4. RESPONSIBILITY:

The On Board Training Department is responsible for the implementation of this procedure.

5. DEFINITION OF TERMS:

5.1 **MEMORANDUM OF AGREEMENT (MOA)** - is a written document between the University of Cebu- Maritime Education and Training Center and Shipping/Manning company describing terms and conditions as to the deployment of cadets duly recognized by the University and the necessary Practical Training given by the Shipping company on board their vessel, 500GRT and above for BSMT and 750KW poser and above.

5.2 **JCMC Circular 01 s2019 AS AMENDED**- revised implementing guidelines on the approved seagoing service requirement for the conferment of the degree in BSMT and BSMARE programs.

5.3 **PARTIES** – refer to the University of Cebu Maritime Education Program and Shipping/Manning Company.

5.4 **SPM**- Standard Procedure Manual;

5.5 **SFM** – Standard Forms Manual;

5.6 **UC-MEP QMS**- The University of Cebu, Maritime Education Program Quality Management System

5.7 **OBT**- On Board Training

5.8 **POBTOS** – Pre-On Board Training Orientation Seminar

5.9 **UC-METC CQA** – the University of Cebu, Maritime Education and Training Center’s Center for Quality Assurance

6. INSTRUCTIONS:

- 6.1 After updating the embarkation plan with the names of Non-Sponsored CCI Students;
- 6.2 Call a meeting with the candidate for recognition students for company selection;
- 6.3 Formally assign students to company that they have selected;
- 6.4 Confirmed again for finalization and giving list of company requirements and schedule company interview.

Flow Chart	PIC	TIME LINE	Process
<pre> graph TD A[After updating embarkation plan] --> B[During the meeting] B --> C[After student selected a company] </pre>	On Board Training Office	Within 1 month after recognition	<ol style="list-style-type: none"> 1. Call a meeting with the candidate for recognition students for company selection. 2. Let the student select companies for tier 12 months OBT. 3. Inform students of the company's documentary requirements and schedule a company interview.