



South African Maritime Safety Authority

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Marine Notice No. 12 of 2015

Guidelines on Approving and Assessing Projects from Candidates on Accelerated Training Programmes

TO ALL SAMSA STAFF, SEAFARERS, HIGHER EDUCATION INSTITUTIONS, TRAINING PROVIDERS AND SHIP OWNERS

Summary

This Marine Notice seeks to advise candidates on accelerated training and all concerned and involved with the training of cadets on accelerated training programmes regarding the practice of copying other people's work and presenting as own work (plagiarism).

Introduction

1. In accordance with the Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013 as amended {the Regulations} as well as the International Convention on the Standards of Training, Certification and Watchkeeping for Seafarers (STCW Convention), SAMSA accredits companies/organisations to train candidates for Certificates of Competency, Qualification, or Proficiency on accelerated training programme.
2. Accelerated training programmes are approved on the premise that the company has systems and persons in place to monitor and manage the training programme. The training programme is meant to allow candidates to learn the art of being a qualified seafarer in a systematic and structured way which involves completing specific tasks and projects (assignments) on board the ship which are approved and signed off by shipboard officers.
3. Accelerated training programmes are part of a learning (academic) process by which normal academic rules apply, e.g. plagiarism, etc.

Completion of Tasks and Projects

4. Accelerated training programmes require that, whilst onboard the ship, certain tasks and projects (assignments) be completed by cadets. On board training officer has the duty to assess the candidates using any means suitable for a specific ship.
5. Each organisation accredited for accelerated training should provide guidance/training to shipboard officers on the methods of assessing competence for tasks in accordance with their programme and training record book in use.
6. Whilst cadets may be required to perform tasks together for assessment purposes, each cadet needs to be able to demonstrate to the officer concerned that he/she is able to perform or lead the performance of the task on his/her own.

Officers – Completion of Projects

7. Candidates for officer's certification should complete projects bearing in mind that they form part of their qualifications and as such need to be completed as an individual. Copying of assignments from other candidates is not permitted and they need to be aware that such practice is not permitted by law.
8. Candidates on training programmes may use any material as references for researching their projects. Such references should be listed as part of the project using standard referencing techniques, failing which, such work will be considered as plagiarism.
9. Where projects requires drawings to scale and tracing of pipelines or systems, the drawings/diagrams should be;
 - a. Hand drawn with detailed notes on the work that went into the collecting the information for the drawings/diagrams. Where the drawings/diagrams are computer generated, the Master/Chief Engineer should add a statement detailing the following;
 - i. that the work is produced by the candidate based on the information he/she collected;
 - ii. the name of programme used by the candidate to create such drawing/diagram;
 - b. Should, as far as is practically possible, be to an appropriate scale
10. Projects, other than those requiring diagrams/drawings, should be typed on a computer. Hard copies should be approved by the relevant officer on board the ship;; and should be submitted with an application for level 3 assessment together with electronic copies (word or PDF format).
11. SAMSA will keep these assignments and use as reference to check for plagiarism and/or copying.

Legal Matters

12. It should be borne in mind by the candidate that the training record book, together with any projects supporting them, are legal requirements and their completion should not contain any act that may be deemed as forgery, fraudulent or false representations. There are provisions in the Merchant Shipping Act, 1951 as amended (the Act) as well as the Regulations that empower SAMSA to take action against anyone who contravenes those provisions
13. The Act has the following provisions against such offences:

Quote

Forgery and other fraudulent acts

315. No person shall—

(a) forge any document issued under this Act; or

(b) make any false representation for the purpose of procuring the issue of any document under this Act, or for the purpose of inducing any person to do any act which by this Act he is authorized to do; or

(c) produce or otherwise put off any forged document purporting to be a document issued under this Act, which he knows to be forged; or

(d) knowingly produce or otherwise use any document issued under this Act which has been cancelled or suspended or which has expired or to which he is not entitled; or

(e) make in any document, produced or delivered to any person authorized to receive it under this Act, any statement which he knows is untrue in any particular; or

(f) produce or deliver any document which contains any statement which he knows is untrue in any particular to any person authorized to receive it under this Act; or

(g) lend to any person who he knows is not entitled thereto a document issued under this Act or allow any such document to be used by any such person.”

“Section 313 provides for two years imprisonment for any offence under section 315 or a fine up to R 100 000 – 00

Unquote

Copying/Plagiarising someone’s work is seen as equivalent to an offence/contravention under Section 315(b) and 315(f) of the Act. SAMSA will view any contravention very seriously and will consider reporting the case to the authorities.

14. The Regulations have the following provisions against offences in terms of training programmes.

Quote

77 Misrepresenting qualifying service

(1) A candidate who wilfully misrepresents his or her qualifying service shall be disqualified from certification in terms of these regulations until he or she has made up any deficiency in qualifying service plus an additional 12 months of the appropriate service.

Unquote

Candidates who are found copying/plagiarising another person’s work when on approved training are misrepresenting their qualifying service. The qualifying service in terms of the candidates undergoing training is intertwined with the tasks that have to be completed in terms of that training programme.

Conclusion, Recommendations and Changes

15. SAMSA wants to avoid situations where candidates and training providers are being penalised under the two provisions stated above, therefore candidates and training providers are advised to be diligent when presenting information to SAMSA

16. It is recommended that all organisations with SAMSA accredited training programmes review their practices and ensure compliance with the Act as well as the Regulations. In this review, they should cover the following;

- a.** Communicate with the shipboard personnel, including candidates, the importance of ensuring that candidates produce their own work relating to the projects that have to be produced;
- b.** Ensuring that tasks are properly signed off by relevant personnel;
- c.** Ensure that shipboard personnel provide necessary support to those undergoing training under the relevant training programmes;
- d.** Provide (or review) guidance to shipboard personnel on assessing different activities for those undergoing training, e.g. tasks, projects, safety at work, The International Regulations for Preventing Collisions at Sea 1972 (Colregs), etc.;
- e.** Create a list and provide publications (books, charts, computers, etc.) to be carried onboard each ship where candidates are being trained. The list must be sufficient to assist candidates in completing their tasks and projects in each accredited programme

17. All accredited accelerated training providers should ensure that there is a person(s) delegated all responsibilities, on board or ashore, where the Regulations require that a person be appointed in writing.
18. All applications for Engineer Officers of the Watch and Deck Officer shall be accompanied by relevant projects as required by the relevant training record books.
19. When assessing the applications for level 3 assessment, Examiners will assess the originality of the projects and keep the same on record.
20. This Marine Notice will have force and effect from the date of publication.

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