

# Nautical Institute Oil Spill Response Training Course Accreditations

Demo

Incomplete

Score	0%	Failed items	0	Actions	0
Document No.					
Audit Title					Demo
Client / Site					
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Prepared by					
Location					
Personnel involved in review.					
Constraints to review					

## Initial Administration

Scheme Type, UK or International or both

What is the address of the Centre being visited. List principle and satellite centres

What are the names of the courses being accredited. What equivalents are being sought

New accreditation, Re-accreditation or additional course

What date does the Certification run from. ie what date should be put on the "Certificate" effective from

Does the provider hold any quality standards, if so list them and indicate if any requirements of meeting the NI Standard are contained within the quality standard

If a re-accreditation then review the last letter / list of requirements to check if it has been done.

Has the provider provided a copy of the updated and / or new course materials to the NI

Has an annual return been submitted ( MCA specification or International Scheme Certificates Issued )

Any other points not covered in the audit questions. Categorise requirement or recommendation

**Training Centre administration and policies.**  
These policies can be written into the Course Directors manual, but as they are likely to be common for all course they can be in a common volume. Or they may be in other documents in which case reference should be made to where they are documented.

Do the Centre policies set of criteria for course pass and course fail criteria. Do they describe the actions to be taken if a student fails.

If training is delivered at a third party location is there an assessment process to check the quality of the classroom facilities and local accommodations.

Do the Centre policies contain details of trainers development policies and their appraisal process ?

Instructors shall meet the following requirements: -

- Have a deep working knowledge of the subject being delivered
- Have a working knowledge of learning theory
- Have the ability to deliver the training in an engaging manner
- Demonstrate a continuous improvement process for trainers that develops technical knowledge and teaching skills

Centres should be able to demonstrate the method by which they internally develop the abilities of their teaching personnel.

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If the Scheme of assessment ( eg the UK Scheme ) requires testing does the Centre maintain the student records for recall.

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Is there a Centre policy regarding the updating of the course on a regular basis. Is there evidence of this occurring ?The centre should establish management reviews, monitoring and customer feedback systems to ensure its continuing suitability, adequacy and effectiveness. This review shall include assessing opportunities for improvement and the need for changes to the quality of the OSR training scheme, including policies and objectives.

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Does the centre operate a system of student feedback that is used for improvement reviews ?

Feedback forms are intended to assess the general quality of the course, its content, teaching method, instructors, facilities and infrastructure, and the helpfulness/professionalism of staff. The feedback about instructors and related course information shall be used to nurture his/her annual appraisal and/or to improve course and teaching.

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Is there a Centre policy regarding complaints procedures for students available to students , and a system in place to track responses to closure.

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Does the Centre keep a file of all the NI Circulars. In the UK scheme does the Centre keep records of the annual trainers meeting minutes.

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Does the Centre have a risk assessment for both the classroom and practical exercise / field components of the course.

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## Course Certification

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Does the Certificate have the correct fields for unique identification, attendance class, and expiry data. does it display the correct NI logos. For IMO courses the IMO logo should not be used without permission from IMO

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For on line courses does the process for the issue of a Certificate allow for control checks on student identity.

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### Course directors manual.

The questions in this section relate to the course directors manual which is a standard requirement and an essential component of gaining Accrediation.

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There must be in place a Course Directors manual for each course being accredited. This should contain all the information about the course and include policies, lesson plans, timetables and other requirements of the relevant NI Standard. This section of the audit contains specific content questions

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Does the manual contain the details on administration relevant to the course such as issue of certificates, record keeping. if in Centre policies then please note where this information is contained.

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Does the each course directors manual contain the programme of the course.

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Does the course program meet the requirement for the correct number of hours

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Does the course programme indicate which part of the applicable "Standard " or guideline is being met by the module

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For UK and OPRC courses , is there a copy of the "syllabus specification" in the form of a spreadsheet ( provided by the NI ) with an additional column showing which of the providers modules deliver that specification

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Does the course manual describe the logistics required to run the course, such as transportation to venues, technical requirements for presentations, paperwork required such as handouts, etc.

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Does the course manual describe the course update procedure. Look for evidence of course updating process

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Does the course manual contain the individual lesson plans and show skills and knowledge required to be gained by the student. Do the lesson plans show the outcomes expected. Do the lesson plans show the type of delivery method eg talk, exercise, discussion, video, remote learning etc. Do the lesson plans show the logistics and resources required to deliver the module.

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If there are practical exercises are the details of the exercises such as logistics, objectives and risk assessments documented in the Course Directors Manual. Are there lesson plans for the practical exercises.

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## Student Manual

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Is there a student manual for each course

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Is there a set of HSE information contained in the Student manual for the student , including offsite emergency situations

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Is the a set of documented reference material documented relevant to the course. Papers, weblinks, video links etc. Are the references up to date

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### Technical content

What Standards or Recognised Guidelines has been applied to the course technical material

Are the courses content technically up to date. This should include local legislation , reflects best practises, reflects guidance documents eg IPIECA , IMO.

Are the slides clear and well laid out. Are there references to source material, are the slides numbers , dated.

Is the material relevant and tailored to the location, environment, and operations expected.

Is there a balance of learning methods e.g. discussions / exercises / simulations and does it reflect the course specifications regarding the skill / ability / knowledge acquisition

### Testing of subject matter understanding

Does the course manual describe the testing requirements and testing procedures for the course modules including the storage of student records and retention period for audit purposes. (UK scheme courses require a 70% pass mark system of testing). Check on any local regulations. In absence NI recommend same as UK.

Is there a method to test the learning of course content in place that can be recorded for audit purposes.

Are there a range of different question types eg multiple choice and "open" questioning.

## Trainers qualifications

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### Trainers

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Are the trainers cv's supplied

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Do the cv's indicate the correct level of knowledge and experience for the subject matter

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Can the trainer(s) demonstrate competence of effective subject matter delivery.

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Does the trainer have a personal development plan to continually improve technical knowledge and training skills

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## Site Visit

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### Site Visit Classroom

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Was a visit performed. If not enter reason

Is the equipment used to deliver training eg projectors, in good condition and adequate for the task.

Does the training centre have a library of relevant guidance documents, technical manuals and other material referring to oil spills that the students can utilise.

Does the training centre have adequate space for group working session, eg breakout rooms, if these are required by the course programme.

Are risk assessment available for inspection

If a third party facility used are there control checks by the provider to ensure the facility meets the NI's standards.

### Site Visit Practical Exercise Locations

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Was a visit performed. If not enter reason

Is this location assessment for a location used by the company being accredited... or is it that of a clients's site.

What is the address of the location for the practical exercises if different to the training centre

Is the location chosen safe for the students to use. The auditor should view the location if possible

Has a risk assessment been done for the practical exercises. This should be seen by the auditor.

Are the adequate changing facilities for the student.

Are the instructors who will assist the students in the use of the equipment well trained in the use of the equipment.

Is there PPE available for the students. If working on docksides or in boats are the life jackets for students

Is the equipment used for practical exercise in good condition and does it cover a range of different equipment types eg different skimmer types, different boom type.

The training centre is required to maintain the practical exercise equipment periodically according to the manufacturer's guidance. The maintenance shall be periodically reviewed by an authorised technician and documented accordingly. A copy of the maintenance contract and a record of the maintenance carried out must be available when the centre is audited.

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## Result, Requirements and Recommendations

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What is the result of the Accreditation visit

If a Pass what is the type of Accreditation awarded

Are there Requirements , normally to be completed within 3 months or any immediate actions required.

Date expected for return of completed Requirements

Are there Recommendations.

## Certifications

Company name preferred to appear on the Certificate and course name descriptions. Date of initial certification or re-accreditation to put onto Certificate

## General comments from Auditor

General comments from Auditor

## NI Follow up

- Have the requirements been completed to satisfactory within the time frame set
- Has invoicing been completed
- Has filing been done
- Has post audit survey been sent to client