



Human Element, Leadership and Management Training

Notice to all ship owners, operators, masters, deck, engineering and electro-technical officers of merchant vessels, commercially and privately operated yachts and sail training vessels, and those concerned with maritime education and training.

This notice replaces MIN 455 (M)

This MIN expires 20 March 2019

Summary

A comprehensive review of the 1978 STCW Convention culminated in a Conference of Parties to the STCW Convention, held in Manila, in June 2010. This Conference adopted a significant number of amendments to the STCW Convention and STCW Code. Amongst the amendments was the requirement to introduce mandatory training in resource management, leadership and team-working skills at operational level, and leadership and managerial skills at management levels.

This notice provides advice and guidance regarding the implementation of this requirement if you apply for a United Kingdom Certificate of Competency, and for training providers seeking MCA approval of education and training programmes.

1. Introduction

- 1.1 The STCW Convention and Code, 1978 as amended 2010 (referred to as STCW for the remainder of this Note) brings in new requirements for leadership and management training. Although the UK has identified that these requirements are broadly met in the current MNTB approved officer training programmes for the operational level, specific training programmes in Human Element, Leadership and Management (HELM) have been developed at both the operational level (O) to be used for non MNTB officer cadet training programmes and at the management level (M).

2. Holders of a Certificate of Competence (CoC)

- 2.1 This section is only relevant to you if you are revalidating your certificate.
- 2.2 If you are revalidating your CoC using sea service or time spent in an acceptable occupation you will not be required to undertake additional HELM training. You are considered to have gained sufficient knowledge, understanding and proficiency in HELM and bridge/engine room resource management. This will not alter after the 31 December 2016.



2.3 If you are revalidating your CoC through the alternative route as per MIN 443, your knowledge of leadership and management skills, and resource management will be assessed during your revalidation oral examination. To revalidate through the alternative route after the 31 December 2016, you will be required to undertake the relevant HELM training programme.

3. Applying for a new CoC

3.1 If you are following an MNTB approved officer training scheme leading to the issue of an Officer of the Watch, Engineer Officer of the Watch or Electro-Technical Officer CoC then no additional training for HELM is required. Leadership and management are already broadly identified in existing programmes and the new HELM criteria have been included in all MNTB approved programmes from July 2013.

3.2 If you are not following an MNTB approved officer training scheme (e.g. experienced seafarer, engineer graduate entry, engineer apprenticeship entry, Royal Navy transfer, etc.) you must include a certificate of completion of an approved HELM operational course with any application received by the MCA after 31 August 2013.

3.3 If you are following an MCA approved overseas collaborative programme (a one plus one scheme) you should consult with the UK parent college as agreements will be made with the MCA on a programme by programme basis.

3.4 The following Royal Navy RN training can be accepted in place of HELM training

- Royal Navy Navigational Watch Keeping Officers (NWKC), Petty Officers and Ratings who hold First Line Management 'Leadership and Management (L&M) Certificate will be exempted from HELM(O).
- Royal Navy ratings who have completed Royal Navy Senior Ratings' Command Course will be exempted from HELM(O). Royal Navy CQ1 and CQ2 who hold level 4 L&M certificate will be exempted from HELM(M).

4. Applying for a new CoC at the management level

4.1 You must include a certificate of completion of an approved HELM (M) course with any application received by the MCA after 31 August 2013 for the following CoC's.

- Master and Chief Mate unlimited, Regulation II/2
- Master less than 3000 GT unlimited, more than 3000 GT near coastal, Regulation II/2
- Master more than 500 GT near coastal, Regulation II/2
- Chief Mate less than 3000 GT near coastal, Regulation II/2
- Chief Mate more than 3000 GT near coastal, Regulation II/2
- Chief Mate less than 3000 GT unlimited, Regulation II/2
- Chief and Second Engineer unrestricted, Regulation III/2
- Chief and Second Engineer unrestricted, Regulation III/3
- Master and Chief Officer (Yacht less than 3000 GT), Regulation II/2
- Master (Yachts less than 500 GT), Regulation II/2
- Yacht Engineer Y2 and Y1 (less than 9000 kW), Regulation III/2
- Master and Chief Officer (Standby, Seismic Survey and Oceanographic Research Vessels), Regulation II/2
- Chief Engineer (Standby, Seismic Survey and Oceanographic Research Vessels), Regulation III/2
- Chief Engineer (large Workboat less than 9000 KW) unrestricted, Regulation III/3



5. Applying for a new CoC at operational level

5.1 You must include a certificate of completion of an approved HELM operational level course with any application received by the MCA after 31 August 2013 for the following CoC's.

- Officer of the Watch Unlimited, Regulation II/1
- Officer of the Watch less than 500 GT near coastal, Regulation II/3
- Master less than 500 GT near coastal, Regulation II/3 (if previous qualification is an Officer of the Watch less than 500 GT, Regulation II/3)
- Master less than 3000 GT (Domestic passenger vessels only within a specified area), Regulation II/3
- Officer of the Watch (Tug less than 500 GT), Regulation II/3
- Officer of the Watch (Tug less than 3000 GT) near coastal, Regulation II/3
- Master (Tug less than 500 GT) near coastal, Regulation II/3
- Master (Tug less than 3000 GT) near coastal, Regulation II/3
- Engine Officer of Watch (Tug less than 9000 KW), Regulation III/1
- Chief Engineer Officer (Tug less than 9000 KW), Regulation III/2
- Master (workboat less than 500 GT), Regulation II/2
- Master (workboat less than 500 GT) near coastal, Regulation II/2
- Master (code vessel less than 200 GT) OOW (Yachts less than 500 GT), Regulation II/2
- Officer of the Watch (Yachts less than 3000 GT), Regulation II/2
- Yacht Engineer Y3 and Y4 (less than 9000 kW), Regulation III/2
- Engine Officer of Watch unlimited, Reg III/1
- Second Engineer (Standby, Seismic Survey and Oceanographic Research Vessels), Regulation III/2
- Engineer Officer of the Watch (Large Workboat less than 9000 KW) unrestricted, Regulation III/1
- Chief Engineer (UK Border Force less than 9000 KW), Regulation III/2
- Engineer Officer of the Watch (UK Border Force less than 9000 KW), Regulation III/1
- Electro-Technical officers, Regulation III/6

6. MNTB/MCA HELM programmes

6.1 The full criteria for the provision of education and training for the HELM programmes is available from.

Merchant Navy Training Board
30 Park Street
London
SE1 9EQ
020 7417 2800

<http://www.mntb.org.uk>

6.2 Training centres seeking approval for operational and management level HELM programmes should seek approval through their local Marine Office. Please follow the below link to our website for more details.

<http://www.dft.gov.uk/mca>



More Information

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Maritime and Coastguard Agency
Bay 1/21
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MCA Website Address: www.dft.gov.uk/mca

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