



Human Element, Leadership and Management Training

Notice to all Ship Owners, Operators, Masters, Deck and Engineering Officers of Merchant Vessels, Commercially and Privately Operated Yachts and Sail Training Vessels, and those concerned with maritime Education and Training

This MIN expires 21 March 2018

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 teamworking skills at operational level, and leadership and managerial skills at management levels.

This Note provides advice and guidance regarding implementation of this requirement for candidates for United Kingdom Certificates 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 (to be used for non MNTB officer cadet training programmes) and at the management level.

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 a relevant HELM training programme.

3. Applying for a new CoC at the operational level

- 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 then no additional training is required. Leadership and management are already broadly identified in existing programmes and the new HELM criteria will be 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 (so called 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.

4. Applying for a new CoC at the management level

- 4.1 You must include a certificate of completion of an approved HELM management level course with any application received by the MCA after 31 August 2013 for the following CoCs:
- Master and Chief Officer, Reg. II/2 (unrestricted);
 - Chief and Second Engineer Reg. III/2 (unrestricted);
 - Chief and Second Engineer Reg. III/3 (unrestricted);
 - Master and Chief Officer (Yacht < 3000 GT) (Article IX / Reg. II/2);
 - Yacht Engineer Y2 and Y1 (<9000 kW) (Article IX / Reg. III/2);
 - Master and Chief Officer, Reg. II/2 (limited to Standby, Seismic Survey and Oceanographic Research Vessels);
 - Chief Engineer Reg. III/2 (limited to Standby, Seismic Survey and Oceanographic Research Vessels).

5. Applying for a new CoC not covered by paragraph 3 or 4 above

- 5.1 You must include a certificate of completion of an approved HELM operational course with any application received by the MCA after 31 August 2013 for the issue of any STCW CoC not listed in 3 or 4 above (e.g. Yacht Engineer Y4 and Y3 and Master Code Vessel < 200 GT).

6. MNTB/MCA HELM programmes

- 6.1 The full criteria for the provision of education and training for 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 “MNTB trainee officer programmes” (first CoC) must show they meet all the elements of the Manila amendments by 1 July 2013 for commencement of programmes in September 2013. This will be addressed through re-approval of their programmes by the MNTB Approvals Committee.
- 6.3 Training centres seeking approval for non-cadet programmes and management level programmes (short courses) 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

Seafarer Training and Certification Branch
Maritime and Coastguard Agency
Bay 1/18
Spring Place
105 Commercial Road
Southampton
SO15 1EG

Tel : +44 (0) 23 8032 9231
Fax : +44 (0) 23 8032 9252
e-mail: stc.courses@mcga.gov.uk

General Inquiries: infoline@mcga.gov.uk

MCA Website Address: www.dft.gov.uk/mca

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