# Course Procedures

Thank you for choosing Ocean Technologies Group (OTG) to complete a course. We hope you enjoy your course and ask you to provide feedback on completion to help us improve what we do and enhance the learning experience for others.

1. Our courses can be accessed via:
   - the Ocean Learning Platform - for subscription customers **or**
   - the Ocean Shop – for non-subscription customers

   If you encounter any problem accessing your course, please contact us for assistance at courses@oceantg.com

2. Some courses have pre-requisites. These are requirements that must be met before a certificate can be issued to you. Please refer to our website, read the course 'Documentation Checklist' or contact us if you are in any doubt about meeting the course pre-requisites.

3. OTG courses comprise interactive learning modules, self-tests and onscreen assessments. Some of our courses also include written assignments or 'workbooks' to be completed offline. The course Documentation Checklist provides a list of course components that must be completed and documents that must be submitted before we can issue a certificate to you.

4. Onscreen assessments and workbooks must be completed in exam conditions under the <u>direct supervision</u> of an authenticating person who must:
   - Complete, sign and stamp section 4 of your Certificate Application Form **AND**
   - Sign and stamp the 'Verification of Training' report you may print immediately after successfully completing your onscreen assessment(s)

   (Note that candidates are not permitted to authenticate their own assessment/work)

5. Authenticating persons are tabled below

| Location | Authenticating person(s) |
|---|---|
| For courses that must be supervised onboard | The Master or other senior officer |
| For courses that may be supervised onshore | a senior shipping company representative; **or** |
| | senior official of an OTG recognized maritime academy or institution; **or** |
| | designated personnel at a Marlins Approved Test Centre |

6. All courses completed onboard ship must be completed within the relevant 'hours of work and rest' regulations applicable to the vessel. The authenticating person will make a declaration in Section 5 of the Certificate Application Form to confirm that this requirement has been complied with.

7. All e-learning assessments and workbooks have a minimum pass mark of 75%. If you do not achieve this score you are required to review the course material and re-sit the assessment and/or workbook. Where the workbook score is too low, you will be given feedback and invited to resubmit the workbook in part or in full, for which an assessment fee may be payable.

*You are notified that any assessment, assignment or other work you submit to Ocean Technologies Group must be completed solely by you. You must not allow your work to be copied or plagiarised by others in any way. Any false statements, information or fraudulent activity may result in your dismissal from the course, withdrawal or withholding of a course certificate with no refund of fees payable. You may also be reported to the relevant maritime authorities who may conduct their own investigation and take their own action against you.*

8. You should scan and send all documents electronically to courses@oceantg.com. Please do not hesitate to contact us if you have any questions or concerns.

# Certificate Application Form

To avoid delays please complete this form fully, electronically or by hand using **BLOCK  CAPITAL** letters

### 1.  Course Name

|  |
|--|
|  |

### 2.  About You

| | |
|---|---|
| First name:<br>(as it appears in your passport) | |
| Last name:<br>(as it appears in your passport) | |

| | | | |
|---|---|---|---|
| Nationality: | | Rank/Position: | |
| Date of Birth (DD/MM/YYYY): | | OLP login  ID:<br>(subscription customers) | |
| Email Address: | | | |
| Name of Present Employer: | | Name of present or<br>most recent vessel: | |
| Company Email address: | | | |

### 3.  Candidate Declaration

- I declare that the information I have provided in this form is true, accurate and to the best  of my knowledge.
- I hereby authorise Ocean Technologies Group to use the information I provide to verify my  identity and authenticity of my work.
- I declare that any test, assignment or other work that I complete and submit has been or will   be completed solely by me.
- I understand that I must not allow my work to be copied or plagiarised by others in any  way. I understand that any false statements, information or fraudulent activity may result  in my dismissal from the course and withdrawal or withholding of a course certificate with  no refund of fees payable.
- I further understand that I may be reported to the relevant maritime authorities who may  conduct their own investigation and take their own action against me.

| **Candidate signature:** | | Date: | |
|---|---|---|---|

### 4.  Authentication

To obtain a course certificate from Ocean Technologies Group, an authenticating  person must attest that you have completed the e-learning assessment and workbook (where applicable) in exam conditions under their direct supervision. For courses that must be  completed onboard a vessel, the Master or senior officer must act as the authenticating  person. Courses completed ashore may be authenticated by a senior representative of a  registered shipping company, recognised maritime institution or Marlins Approved Test Centre.

### Declaration by Authenticating Person

I confirm I have directly supervised the candidate named in section 2 of this form complete  the course named in section 1. I confirm that any written assignments and assessments have   been completed solely by the candidate and, for courses taken onboard, declare that the candidate completed all learning within the 'hours of work and rest' regulations applicable to the vessel.

| Full Name of Authenticating Person | Rank or Position | Signature |
|---|---|---|
| | | |
| Name of Ship or place where<br>candidate was  supervised | Ship or Company Official<br>Stamp | Ship's IMO number<br>(if supervised onboard) |
| | | |

**This form should be submitted, with all other documents to courses@oceantg.com**