	DIRECTORATE GENERAL OF SHIPPING, GOVT.OF INDIA, MUMBAI	IS/ISO Clause No.7.1
Ref.: QMS - 7.0 Page 1	Sub: Procedures for accessing e-learning modules for maritime STCW modular courses	No.TR/Cir./6(14)/2019
Approved by the Director General of Shipping.	Training Circular No. 13 of 2020	Date: 1st April, 2020

1. The 2010 amendments to "Standards of Training, Certification and Watchkeeping for seafarers" (STCW) 1978, Convention as amended, required maritime administration to control, monitor and supervise the Maritime Training Institutes (MTI) approved for conducting the maritime courses.

2. The 2010 amendments to "Standards of Training, Certification and Watchkeeping for seafarers" (STCW) 1978, Convention as amended, also required maritime administration to approve the maritime courses conducted by the Maritime Training Institutes approved by the maritime administration.

3. The 2010 amendments to "Standards of Training, Certification and Watchkeeping for seafarers" (STCW) 1978, Convention as amended, additionally required that the seafarers / candidates are imparted training and assessed for the stated competency.

4. At present the assessment of training imparted for modular courses are carried out by the MTIs and course certificates are also issued by them.

5. The Directorate is keen to implement e-governance system for Maritime Training Institutes (MTI) and seafarers to ensure standardized course delivery in all MTI's of India.

6. The Directorate intends to ensure that the seafarers should have the requisite knowledge to perform their task and duties and for that it is essential that the seafarers are well equipped with the course material for the maritime courses at all times.

7. The Directorate had already developed e-learning platform for the candidates to access study material for the certificate of competency examinations for various grades. Whereas the Directorate has received feedback from many candidates that the e-learning platform has been useful and is being used by them in large number.

8. The Directorate has now organized expert vetting of the course material for twenty-three STCW modular courses (as given in Annexure – 1) which has been made available on e-learning platform.

9. Taking cognizance of the above, the Directorate has decided the following.

   9.1. The STCW modular courses for which e-learning modules are available are listed in Annexure – 1. Annexure – 1 also gives the present passing percentage set for each course. This passing percentage is subjected to change as and when the Directorate so desires.

   9.2. Candidates desiring to undertake the STCW modular courses as listed in Annexure – 1 will have to mandatorily complete the e-learning modules for the same courses also.

   9.3. The Maritime Training Institutes (MTI) shall not be able to generate certificates for these maritime courses for the candidates unless they successfully complete the e-learning modules for the same course.

   9.4. The candidates will have 180 days from the date of enrollment for e-learning for the modular course to complete the e-learning modules for the desired course. During these 180 days, the candidate is expected to attend the course in the MTI and pass the exit examination for the course. If the candidate fails

to attend the MTI for the said course and pass the exit exam, he / she shall be required to enroll again in the e-learning module for the course.

9.5.   The procedures to undertake the e-learning module for a STCW modular course are given in Annexure – 1.

10.   This Training Circular enters in to force with immediate effect.

11.   This issues with the approval of the Director General of Shipping and Additional Secretary to the Government of India.

01 April 2020

(Deependra Singh Bisen)

Assistant Director General of Shipping [Training]

To

1. All the stakeholders through DGS website.
2. All DGS approved Maritime Training Institutes
3. All Mercantile Marine Department [MMDs]
4. Chief Surveyor & Chief Examiner of Engineers, DGS, GoI
5. Nautical Advisor and Chief Examiner of Master and Mates, DGS, GoI

Annexure – 1

Procedures for undertaking e-learning modules for STCW modular courses

1. **Pre-requisites hardware requirement for undertaking e-learning of maritime modular courses.**

    ➤ Desktop or Laptop with Windows 7 and above, integrated with web camera of 2 megapixels for facial recognition.
    ➤ Google Chrome browser.
    ➤ Sufficient lighting for clear facial recognition. The student needs to face the Desktop or laptop he/she is using and allow the image to be captured anytime during the login duration.
    ➤ Internet speed of 2 Mbps for accessing the e-learning course.

2. **Steps for Enrollment and Access to E-Learning of maritime courses**

    Step 1 - Go to the URL https://www.dgshipping.gov.in

    Step 2 - Click on the **"E-LEARNING"** tab and select STCW Modular Courses. (The STCW e-Learning page will appear).

    Step 3 - Click on the **"Enroll now"** link. (The enrollment page will appear).

    Step 4 - Enter the INDoS number, Date of birth, and select the course. Click the **"Verify"** button

    Step 5 - Details of the candidate including the name, email id and mobile

number will be auto-populated.

Step 6 - Check if the mobile number and email id are correct. If not, then update your mobile number and email id in the DGS e-Governance System before enrolling for the e-Learning Course.

Step 7 - Tick the box provided and confirm that the mobile number and email id displayed is correct and updated.

Step 8 - Click the "**Submit**" button for enrollment. (Check the full name as displayed on the Registration Successful page).

Note – 1. On successful enrollment, a "**Welcome Letter**" will be emailed to your email id, giving the user name and password for login.

2. A link for the User Manual will be a part of the Welcome Letter. Please go through the manual carefully. It will help you to navigate the e-learning portal most effectively, and to take the assessment.

3. **Steps to access e-learning modular course:**

Step 1 - Go to the URL https://www.dgshipping.gov.in

Step 2 - Click on the "**E-LEARNING**" tab and select STCW Modular Courses. (The STCW e-Learning page will appear and your web camera will come on automatically, if not, please put it ON).

Step 3 - Please enter the login details, user name and password as given in the "**welcome letter**".

Step 4 - A window will open asking for Face Verification. Click on "**capture photo**".

Step 5 - After your photo is captured, click on "**verify photo**". (Your photo will be verified with the database maintained by the DGS e-Governance cell.

If your captured photo matches the photo in DGS records, you will reach the student home page.

Step 6 - On the student home page, click on the **course name** to access the e-Learning content. (On accessing the course, you will find the Table of Content on the left hand of the page).

Step 7 - Click on the topics and subtopics to access the related content. (Go through the topic- wise content and complete the course).

Note - You need to spend the minimum e-learning hours as recommended and shown on the enrollment page. This will confirm that you have completed the course.

Step 8 - On Completion of the course you will be allowed to take the final course assessment.

Note – 1. Course wise Pass mark (%) for the Online Assessment is provided in the attached annexure. **2.** On successful completion of the course, the record at the DGS e-Governance system will be updated. **3.** To see FAQs along with answers, please click on the **Technical Support** tab on the STCW E-LEARNING webpage: https://dgsstcw.aduacademy.in

4. **Steps for registering for Live Question and Answer (Q&A) Session**

The e-learning also provides for doubt clearing sessions through subject experts online, which can be availed by the candidates by following procedures:

Note – 1. You should have enrolled in the STCW MODULAR course for which you desire to attend the Live Q & A session. **2.** The time spent in the

live Q&A session does not accrue to your total e-Learning hours for the course.

Step 1 - Go to the URL https://www.dgshipping.gov.in

Step 2 - Click on the **"E-LEARNING"** tab and select STCW Modular Courses. The e-Learning STCW Modular Course page will appear.

Step 3 - Click on the **"Register for the live Q&A Session"** link. (You will be directed to the Registration page for Live Question and Answer).

Step 4 - Enter your INDoS Number. (Your details will be auto populated along with the course you have enrolled for).

Note - The applicable upcoming live Q&A session date for your course will appear on the screen.

Step 5 - Check on the live Q&A session that in which you wish to take part.

Step 6 - Type your queries that you have in the box which opens "Enter your questions", so that the same would be answered during the live Q&A session.

Step 7 - Click on the **"Register"** button. (You will immediately receive an email in your inbox with the link to access the LIVE Q&A session).

Step 8 - Click on the link to enter into the class when your session is about to begin.

5.   **e-learning modules for STCW modular courses**

SN	STCW Modular Course	Course ID	Course Duration	Recommended Lecture hours as per IMO Model Courses	Minimum Study Hours (Login Time) recommended by ADU	Pass Percentage in E-Learning Assessment

1	Basic Training for Oil and Chemical Tanker Cargo Operations	5111	6 days	39	28	50%
2	Advanced Training for Oil Tanker Cargo Operations	5112	10 days	46	32	70%
3	Advanced Training for Chemical Tanker Cargo Operations	5113	10 days	40	28	70%
4	Basic Training for Liquefied Gas Tanker Cargo operations	5121	5 days	29	20	50%
5	Advanced Training for Liquefied Gas Tanker Cargo operations	5122	10 days	44	31	70%
6	Basic Training for Ships Operating in Polar Waters	5411	5 days	26	18	50%
7	Advanced Training for Ships Operating in Polar Waters	5412	5 days	16	11	60%
8	Personal Survival Techniques (PST)	6111	3 days	6	6	50%
9	Refresher course in Personal Survival Techniques (RPST)	6111	1 day	6	6	50%
10	Fire Prevention and Fire Fighting (FPFF)	6121	3 days	10	9	50%
11	Refresher course in Fire Prevention and Fire Fighting (RFPFF)	6122	1 day	10	9	50%
12	Elementary First Aid (EFA)	6131	3 days	12	9	50%

13	Personal Safety and Social Responsibilities (PSSR)	6141	3 days	18	12	50%
14	Proficiency in Survival Craft & Rescue Boats other than fast rescue boats (PSCRB)	6211	5 days	16	12	60%
15	Refresher course in Proficiency in Survival Craft & Rescue Boats other than fast rescue boats (RPSCRB)	6211	1 day	16	12	60%
16	Advanced Fire Fighting (AFF)	6311	4 days	23	15	60%
17	Refresher course in Advanced Fire Fighting (RAFF)	6312	1 day	23	15	60%
18	Medical First Aid (MFA)	6411	4 days	22	15	60%
19	Refresher course in Medical First Aid	6412	1 day	22	15	60%
20	Medical Care (MC)	6421	10 days	42	28	70%
21	Refresher course in Medical Care (RMC)	6422	2 days	42	28	70%
22	Ship Security Officer (SSO)	6511	3 days	16	12	60%
23	Security Training for Seafarers with Designated Security Duties (STSDSD)	6621	2 days	9	6	50%