

Guidelines for Approving Port Facility Security Officer Training Course

Background

Pursuant to the International Maritime Organization's (IMO) Maritime Safety Committee Circular No. 1188 issued on 22 May 2006, persons who have satisfactorily completed an approved course based on IMO Model Course 3.21 on Port Facility Security Officer (PFSO) would be considered to have met the training requirements for serving as a PFSO.

In this regard, the following guidelines are established for approving and monitoring PFSO training courses to be conducted in Hong Kong.

Application Procedures

The request for course approval should be made in the form of a cover letter from the course provider to be addressed to the Designated Authority (DA). The letter should include:-

- the name of the course;
- the location where it will be held;
- a general description of the course; and
- the specific category of maritime security training that the course is intended to address.

Supporting Details

Together with the application letter, the course provider should provide the following details:-

Scope : A brief description of the course.

Objective : A statement of the goal(s) and learning outcomes of the course.

Student Identity : A statement that, prior to enrolling students, the provider will verify the identity of students and keep a copy of the identification document in their files.

Entry Requirement : State the minimum enrollment requirement of students.

Class Limitations :

- **Class size** : State the maximum class size for classroom lessons and, if appropriate, for practical demonstrations or simulation exercises and assessments, include the number of the students per simulator.
- **Student/teacher ratio** : State the student/teacher ratio and discuss the organization's policy for circumstances when more than one instructor will be present during any of the lessons.
- **Instructors**: Include a list of instructors with a description of their experience, background and qualifications to demonstrate that they have the subject matter expertise to interact with students and to answer student questions, as well as the instructional capability to impart the required information to students. It is preferred that instructors have attended a course in instructional systems design and techniques. Any instructor changes should be reported immediately to the DA for evaluation and written approval.

Teaching Facilities and Equipment :

- **Facility** : Given a description of the facility at which the training will be held.
- **Course equipment** : Provide a description of the equipment that will be used during the course. This includes all equipment to be used during hands-on training and/or testing, and any simulators or simulation programmes to be used. If a simulator or simulation programme is to be used, include technical specifications and brochures provided by the manufacturer.

Teaching Aids : A discussion of how audiovisual and other aids will be used during the training course against the relevant learning objectives. This information may be provide as a part of the curriculum documentation that discusses the make up of the lesson plans.

Detailed Teaching Syllabus : Include a detailed teaching syllabus consisting of lesson plans for each instructional unit. The lesson plan should describe the major teaching points and all required sub-skills and knowledge. It should also relate to the learning objectives and state what the student must do to demonstrate that the specific

knowledge or skill has been learned.

Course Outline : Provide a summary of the syllabus by subject area with the number of hours for each lecture, practical demonstrations, or simulation programme. This shows the focus of the course while highlighting how the course meets IMO's requirements.

Method of Examination : An explanation on how the students' performance will be evaluated throughout the course. Provide details on the grading procedure to be used and the passing score.

Determination of Final Grade : Describe the methodology that the instructor(s) will use to determine the final grades. e.g. by proportioning written and practical examination scores.

Re-test Procedures : State the course provider's policy on re-tests of failed examinations.

Award/Certificate : Include a sample of the award/certificate to be issued upon satisfactory completion of the training course.

Record Keeping : Give an account of how course documents and records would be kept.

Assessment

Applications will be verified and assessed by the DA. If an application is found to have adequate provisions for conducting PFSO courses, the DA will issue a letter of in-principle approval, stating the approval conditions, to the applicant allowing the first course to be conducted.

To ensure the course is being conducted according to the criteria stated in the application, the first course will be monitored and assessed by Marine Department officers. Any deficiencies noted during the operation of the course should be rectified immediately. At the conclusion of the first course, the DA will re-assess the application and issue a letter of approval to the applicant if the first course is found to have satisfactory conducted.

Continue Monitoring

The approved course providers may conduct subsequent PFSO courses. They should submit their course schedules to the DA for reference. The DA may appoint an officer to audit and monitor the conduction of approved PFSO courses to verify that the approval conditions are being followed. The DA may amend the conditions any time he considers appropriate to address the latest development in port facility security training.

Withdrawal of Approval

The DA may withdraw an approval given to a PFSO course provider if the course provider fails to comply with the approval conditions and is not able to rectify the non-compliance within a reasonable period of time.