



INTERNATIONAL
ACCREDITATION STANDARD FOR
ENVIRONMENTAL AND OIL SPILL
RESPONSE TRAINING
PROVIDERS

THE NAUTICAL INSTITUTE

January 2021

Version 3.0

DISCLAIMER

Whilst every effort has been made to ensure that all the information in this document is updated and correct, The Nautical Institute cannot be held responsible for any loss, financial or otherwise, direct or indirect, resulting from use of this information. The Nautical Institute cannot be held responsible for any damage to property, trainers or operators whilst following these guidelines. This information is produced in good faith, but we cannot guarantee the accuracy and/or completeness of the information which is produced for guidance purposes only.

INTERNATIONAL ENVIRONMENTAL RESPONSE TRAINING PROVIDERS ACCREDITATION STANDARD

© The Nautical Institute 2017

202 Lambeth Road, London, SE1 7LQ, United Kingdom

Tel: +44 (0) 207 928 1351 Fax: (0) 207 401 2817 www.nautinst.org www.nialexisplatform.org

Approval authority for Issue

Authority	Name	Position	Date
NI	John Lloyd	Chief Executive Officer	26/09/2017

Version control sheet

Version	Corrections made
Version 1	New Issue October 2017
Version 2	Changes to Terms and conditions to reflect costs for certificates and tax
Version 3	Changes regarding virtual courses and further guidance on lesson plans

Contents

1	DEFINITIONS.....	1
2	INTRODUCTION TO THE ENVIRONMENTAL RESPONSE TRAINING STANDARD	2
3	SCHEME MEMBERSHIP BENEFITS AND COSTS.....	4
4	THE NAUTICAL INSTITUTE FOUNDATION STANDARDS.....	5
	APPENDIX 1 TRAINING CENTRE REQUIREMENTS	6
	APPENDIX 2 THE NAUTICAL INSTITUTE ACCREDITATION PROCESS.....	12
	APPENDIX 3 ACCREDITATION APPLICATION FORM	17
	APPENDIX 4 TERMS AND CONDITIONS OF BUSINESS	18
	APPENDIX 5 REQUIREMENTS FOR BLENDED LEARNING TECHNIQUES	20
	APPENDIX 6 COMPLAINT OR APPEAL PROCEDURE.....	22
	APPENDIX 7 LIST OF RECOGNISED TECHNICAL CONTENT DOCUMENTS.....	23

1 Definitions

Accreditation is defined by The Nautical Institute (NI) as the systematic verification of the processes, procedures, methods and techniques employed to deliver a maritime training product or service in accordance with standards or internationally recognised guidelines defined, co-developed and approved by the NI with industry stakeholders. Accredited training providers have demonstrated that their product or service meets the standard required for NI accreditation. This award is valid for a period of not more than three years. In some cases, accreditation will be subject to government regulations and audit.

To assess is to evaluate the nature, ability or quality of the object assessed.

To verify is to prove the truth of - by presentation of evidence or testimony; to check the accuracy of the object examined.

To approve is to have a positive opinion that something is good or acceptable.

Adopter is an organisation, entity, agency or administration that has entered into an agreement with the NI for the provision of accreditation services and uses the NI's foundation standard as the basis for its own standard.

Training provider

A training provider is a company or entity that delivers the training service and offers itself up for accreditation.

Satellite Centres

The NI defines a satellite centre as an organisation which conducts its own training and assessment under the supervision of a larger approved centre, where the activities are conducted at one or more owned facilities located away from the primary site, and where staff follow the same practices and procedures as those of the approved centre. A satellite centre will be treated as a separate entity for accreditation.

As there are many different models of company organisation, the NI reserves the right to classify an operation as a satellite centre, for the purposes of separate accreditation on a case by case basis.

Remote learning

Remote Learning is when the learner and instructor, or source of information, are separated by time and distance and therefore cannot meet in a traditional classroom setting. Information is typically transmitted via technology (email, discussion boards, video conference, and audio bridge) so that no physical presence in the classroom is required; otherwise, it would be Hybrid or Blended Learning. Remote learning can occur synchronously or asynchronously.

Blended learning

Blended learning is an approach to education that combines online educational materials and opportunities for interaction online with traditional place-based classroom methods.

Joint Venture

The NI defines a joint venture (JV) as an association or contractual business undertaking between two or more individuals or companies engaged in a solitary business enterprise for profit without actual partnership or incorporation.

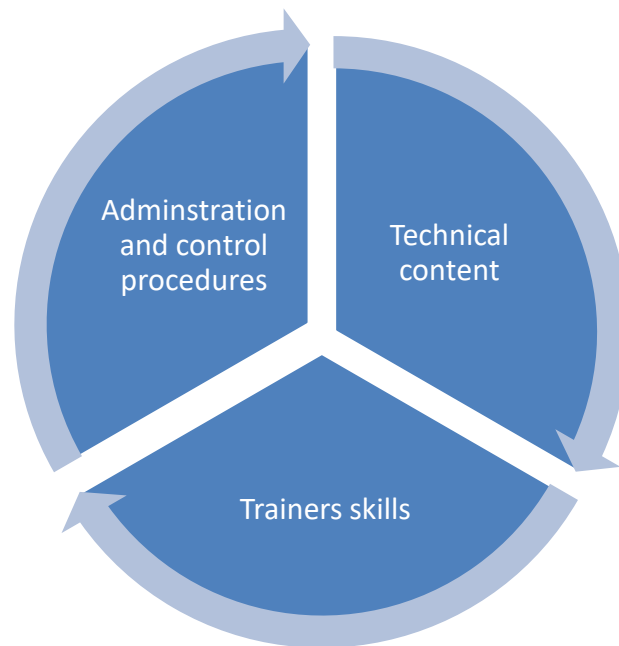
JV's that require an accreditation should apply in the same way as non-JV companies.

A company with accreditation cannot automatically apply that accreditation to a JV partnership. Each case will be reviewed separately by the NI. In some cases, an additional accreditation may be required.

2 Introduction to the Environmental Response Training Standard

This document describes the Environmental Response training scheme standard for providers wishing to be accredited to deliver environmental response training. Environmental response is defined as subject matter pertaining to oil spill response, hazardous material response etc.

The Standard requirements can be categorised into three sections as illustrated below:



2.1 Scheme governance

This Standard is owned by the NI

The scheme is managed by a Policy Group within the NI who consults with the publishers of industry guidance documents used in the Scheme.

The internal group who operate under the following Terms of Reference: -

1. Agrees the standards.
2. Consults with external bodies such as the IMO to ensure the content of the standard meets best industry practise.
3. Publishes guidelines and tools for scheme users to assist with their accreditation process.
4. Meets annually with accredited training providers to share lessons and promote best practises.
5. Review and develop the training scheme in respect to an everchanging maritime industry and regulatory environment.
6. Evaluate effectiveness, of the scheme, in providing the industry sectors with trained responders.
7. Makes decisions and implements actions to improve the scheme and promote best practice.
8. Defends the standing of the training scheme in the best interests of all Policy Group members.
9. Makes its decisions on a consensus basis.

2.2 Consultation process

The process of consultation of the Standard is as follows:

The NI is responsible for maintaining the Standard for the scheme governors and provides drafts for review on a three yearly cycle. The NI consults with environmental and training theory experts in the development of the drafts. The UK MCA and UK DBEIS are currently members of the governance board.

The scheme governors' review and comment on the standards provided by the NI. The NI additionally consult with environmental technical experts and marine and environmental regulatory agencies.

The scheme governors then publish the agreed Standards for use by the training providers. The published Standard is then used by the NI in performing reviews of the training providers.

2.3 Quality Standards

The Nautical Institute has achieved the following quality standards:

ISO 9001 Quality Management certified by United Kingdom Accreditation Service (UKAS)

3 Scheme membership benefits and costs

Membership benefits

Once a provider has achieved accreditation they become a company member of the scheme where will be afforded the following benefits:

- Be listed as an accredited provider on the NI Website
- Hold a recognised Certificate of Accreditation from the NI for each specific course accredited
- Be able to issue certificates with an NI logo (not the logo of the guidance material publisher without their written permission)
- Participate on annual conference to discuss scheme development and matters of scheme for members mutual interest
- Access to NI helpline for queries and ad hoc support
- Access to their own NI web portal space for holding certificates
- Receive newsletters and NI circulars with matters of interest
- Can purchase IMO documents via NI at discounted rates.

Costs

A scheme member will incur costs as follows:

- A fee when an audit is performed based upon number of courses accredited or re-accredited and travel time / expenses
- An annual membership fee based upon the number of courses
- A fee per certificate or refresher certificate issued.

The fees will remain under review and are published on the NI Website.

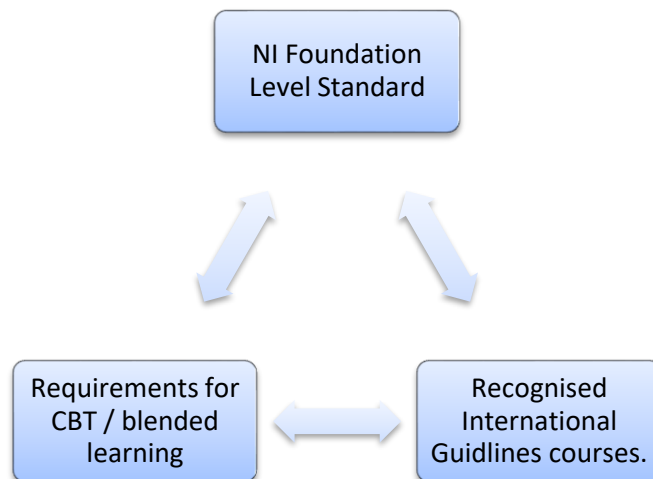
<http://www.nialexisplatform.org/accreditation/oil-spill-response/fees-application/>

4 The Nautical Institute foundation standards

Organisation of the Standard

The composition of the Standard is as follows:

1. The NI foundation **level** of predominately administration and organisational parameters including requirements for trainers set by the NI. This is mandatory for all adopters and users of this NI Standard. See Appendix 1 for these parameters.
2. Requirements for the use of blended learning / CBT techniques
3. Currently acceptable International guidelines or courses recognised by the NI that will be used to access the technical content of applicant's submissions.



Appendix 1 Training Centre Requirements

1. Training Methodology

A training centre is to identify its training methodology which should be clearly documented and reflected in the training material and course delivery.

2. Testing methodology

The policy on testing is devolved to the scheme adopters and is documented in the specific sections within this document.

3. Instructor Requirements

Instructors shall meet the following requirements:

- Have a deep working knowledge of the subject being delivered
- Have a working knowledge of learning theory including theory of blended learning technologies if utilised.
- Have the ability to deliver the training in an engaging manner
- Demonstrate a continuous improvement process for trainers that develop technical knowledge and teaching skills.

Centres should be able to demonstrate the method by which they internally develop the abilities of their teaching personnel.

Guidance

- The **Train the Trainer (TTT) of IMO** is recognised by the NI as a suitable method for centres to achieve the necessary developments.

3.1. Competence of trainers

The centre shall have a system in place to:

- Determine the necessary competence for personnel performing the training
- Provide training or take other actions to satisfy these needs
- Evaluate the effectiveness of the actions taken
- Ensure that its personnel are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality of the course.

3.2. Appraisals

The Centre shall put in place an appraisal system to assess staff skills and competence. Records of the implementation of this system shall be kept including actions taken for staff improvement.

3.3. Feedback system

The centre shall establish management reviews, monitoring and customer feedback systems to ensure its continuing suitability, adequacy and effectiveness. This review shall include assessing opportunities for improvement and the need for changes to the quality of the training scheme, including policies and objectives.

The review documents must include information on:

- Result of audits

- Customer feedback
- Status of preventive and corrective actions
- Follow-up actions from previous management reviews
- Changes that could affect the quality management system
- Recommendations for improvement.

The outputs expected from the reviews include:

- Improvement of the effectiveness of the documentation and communication process
- Updates to course materials
- Improvement of pass marks from students
- Reduction in customer complaints.

4. Classroom guidelines

It is important that the student benefits from a suitable (comfortable and conducive) learning environment and as such the following classroom guidelines are given for the auditor in lieu of any other health, safety and environmental requirements.

In all cases Health and Safety regulations relating to the country in which the course is being delivered take precedence over the following guidelines.

Note these are guidelines. Auditor discretion outside of any regulations will be applied.

4.1. Layout

- Documented site plans shall be in place and displayed in a common area, showing the facilities and rooms available as well as emergency exits.

4.2. Ventilation

- The temperature of the classrooms should be between 18 and 24 degrees Celsius, with humidity between 40% and 60%. An air conditioning unit or fan which is able to control temperature and humidity should be in place to control the temperature and humidity.

4.3. Lighting

- Lighting should be designed for the tasks that individuals are carrying out within that environment e.g. viewing power point slides.

4.4. Emergency lighting

- The emergency lighting must comply with local regulations and be tested and maintained periodically.

4.5. Noise

- The level of sound should be kept to a minimum and comply with local regulations. Where ambient sound is over 85 decibels, sound insulation, reverberation and indoor noise levels control will be required.

4.6. Health & safety

- All classroom facility must comply with local laws and regulations relevant to the health and safety of the students.

4.7. Fire warning systems and exits

- A fire alarm is required for evacuation and emergency purposes. Students should be notified about possible tests and how and where to proceed in emergency situations before starting the classes.
- Gangways and emergency exits must be marked with proper signage and be kept clear/unobstructed at all times.
- Appropriate fire-fighting and first aid equipment should be close to hand and clearly signed.

4.8. Space

- As a rule of thumb, each student should be allocated a minimum of 1.5 square metres.

4.9. Visual aids

- Every classroom should have a white board and/or flip chart or other equipment relevant to the training programme and method

4.10. Projection equipment

- A maximum of 1500 ANSI lumens is generally considered adequate for projection equipment in most classroom environments, except in the most extreme ambient lighting conditions. In bright daylight it is advisable to use window blinds rather than increase the brightness of the projector.

4.11. Furniture

- A classroom is required to have comfortable chairs with adjustable seat heights preferable
- Tables or desks for student material are required to be of suitable quality.

4.12. Domestic

Training centres are required to provide domestic facilities to students, such as toilets, kitchen or refreshments.

4.12.1. Toilets

- There should be separate toilets for each gender, properly signed and routinely cleaned/maintained. Cleaning/maintenance should be recorded.

4.12.2. Kitchen and refreshments

- It is recommended that the centre provide a kitchen or refreshment facility to students. Where there is a lack of space to provide a kitchen or refreshment facilities for students, it is recommended that external agreements are made with local shops, or appropriate facilities.

5. Exercise requirements

Where practical exercise is required the following requirements need to be met:

- The equipment for use is suited to the course programme and objectives.
- The teaching staff are required to demonstrate that they are familiar with the equipment to be used.
- There is a method of toolbox talk, risk assessment or similar that is used to manage Health and Safety risks associated with the use and location of the equipment and deployment.
- There is provision of adequate specialist PPE for the students e.g. lifejackets.
- There is a provision for changing facilities for students to change into working gear
- There is provision for individual washing and cleaning after practical exercises.

5.1. Equipment maintenance records

The training centre is required to maintain the practical exercise equipment periodically according to the manufacturer's guidance. The maintenance shall be periodically reviewed by an authorised technician and documented accordingly. A copy of the maintenance contract and a record of the maintenance carried out must be available when the centre is audited.

Where equipment is provided by a third party there must be a process in place to ensure it is safe for use.

6. General administration

- The centre shall have any relevant country specific licence documentation showing that it is legally eligible to operate as a training centre.
- No financial information is required.

6.1. Instructor's manuals

Each course must be supported by an Instructor's or Director's manual. The purpose of this manual is to provide a means of tracking changes to the documentation used in delivering training, to provide a reference for all trainers at a particular centre to train to the same standard and to act as an induction tool when new instructors join the centre.

The Instructor's manual for each course should contain as a minimum:

- Course overview and purpose
- Statement of the training methodology
- Course timetable with breakdown of time assigned for each module and coffee/lunch breaks
- Course aims, objectives and competencies
- Copies of slide presentations
- Copies of student hand-outs
- Explanation of the assessment system
- Copies of assessment papers and model answers
- HSE risk assessment for the course
- A document control methodology
- Details of pass and failure policy
- Lesson plans for each module and exercise that are consistent with international guidance material against which the course technical content will be assessed.

Lesson (and exercise) plans must specify:-

- a. Name. The name of the module and the UK Syllabus reference that it satisfies.
 - b. Objectives. The lesson or exercise objectives broken down into the a) knowledge that is to be gained by the delegate and also b) any skill (ability) that is to be learnt and demonstrated via exercise or activity. *If a module requires a skill to be gained then an exercise would normally be required in order for the skill to be demonstrated.*
 - c. Methodology. The method that will be used to deliver the skill / knowledge to the delegate e.g. classroom exercise, presentation, activity, online, remote learning, video, game. quiz etc.
 - d. Logistics. Any logistics that are required to deliver the module, e.g. materials and equipment, online meeting codes.
 - e. Instructor skills: Any specialist knowledge that is required by the instructor
 - f. HSE. Any modules specific HSE requirements (particularly important for exercises). Also to include contingency plan if module not deliverable e.g. bad weather or IT failure.
 - g. Testing. The method for the learning to be validated or tested.
-

6.2. Student manual

The Student manual for each course should contain as a minimum:

- Course overview and purpose
- Course timetable
- Course aims, objectives and competencies
- Explanation of how they will be assessed or tested
- Health and safety information for the particular centre
- Complaint/appeal procedure
- List of material used as supporting documentation.
- A document control section
- Feedback form for assessment of the course/centre

6.3. Course booking system

- There should be a booking procedure clearly documented, demonstrating all the booking phases and feedback to students before commencing the course.

6.4. Course material

All course documents, forms, teaching material and slides must be in the English language, have version and dates to be easily traceable and replaced when required. Documents such as attendance lists and exercises shall also have the name and signature of the instructor who is teaching the course.

6.5. Control of documents

NI documents/ circulars and official messages

All NI documents must be collected and available to staff at any time. The centre needs to be able to show that the NI requirements were put in place and applied in the training centre procedures.

Documented procedures shall be established to define the controls needed:

1. To approve documents prior to issue.
2. To review and update as necessary and re-approve documents.
3. To ensure that changes and the current revision status of documents are identified.
4. To ensure that relevant versions of applicable documents are available at points of use.
5. To ensure that documents remain legible and readily identifiable.
6. To prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose.

6.6. Control of records

Records shall be established and maintained to provide evidence of conformity to requirements and of the effective operation of the quality management system. Records shall remain legible, readily identifiable and retrievable. A documented procedure shall be established to define the controls needed for the identification, storage, protection, retrieval, retention time and disposition of records.

Documents are required to be stored for the period determined by local regulations. However, it is recommended that the training centre keeps the records for the period of the accreditation as they shall be checked during the next audit/re-accreditation process.

6.7. Customer feedback system

Feedback forms are intended to assess the general quality of the course, its content, teaching method, instructors, facilities and infrastructure, and the helpfulness/professionalism of staff. The feedback about instructors and related course information shall be used to nurture his/her annual appraisal and/or to improve course and teaching.

6.8. Complaints and appeals

The centre shall have documented processes and procedures in place to deal with complaints and appeals.

6.9. Testing and evaluation

The accreditation scheme requires providers to conduct an examination or other assessment method to verify the level of understanding gained by the students. These tests are to validate students understanding only and are not to test for students' competency as professional practitioners in the subject matter.

6.10. Annual returns

The company accredited must submit an annual return to the NI within 3 months of year end. The NI will use this data to maintain records in case of a provider not being able to keep own records and to calculate per certificate billing if required. The minimum data would be: Student name; course name; duration of course in days; unique certificate number; provider. This would only apply to certificates issued with the NI Accredited logo. Falsified returns would result in provider losing accredited status

Appendix 2 The Nautical Institute accreditation process

1. Requesting accreditation

A training provider wishing to seek Nautical Institute accreditation can do so by contacting the NI's accreditation team and follow this contact with a formal written request.

2. Contents of a formal request for accreditation

The formal request for accreditation should contain the following information:

- Details of the centre
- Details of the contact person at centre
- The name of the course or programmes and any IMO equivalents

A form is provided in Appendix 3 to record the application.

3. Timing of the request

The NI requires centres to apply for accreditation at least three months before the date requested for assessment so that pre-assessment queries can be resolved and travel booked in good time.

4. Accreditation agreement

Before progressing with the accreditation process, the training provider must sign and return the accreditation agreement with the NI provided at the time of enquiry. (See Appendix 1 for the form and details of where to send it.)

5. Setting an audit date

The NI and the training centre will agree a date for the audit based upon availability of auditors and the schedule of courses at the centre. The audit shall, if possible, take place while a course is running.

It is possible that there will be a requirement for two auditors. One will audit the technical equipment, material and teaching methodology and the other a trained auditor linked to the NI's administrative staff who will audit the centres administrative and management procedures. Additional specialist assessors may be identified where appropriate. The actual number of auditors assigned will be at the discretion of the NI. The number of days will be determined by the number of courses to be accredited, or whether it is a new or re-accreditation. Typically, this will range between 1-3 days.

6. Duties and conduct of accreditation team members

Team members will:

- Review and report on the materials submitted by training centres.
- Participate in accreditation visits and related activities in accordance with the guidelines, policy and procedures specified by the NI.
- Maintain confidentiality with respect to information gained from centres during the accreditation process. They will not discuss the training centre's activities, duplicate training materials received from the centre or discuss confidential information without the appropriate permissions.
- Return all training materials received from an applicant.

- Act in the best interest of the NI and in accordance with good professional conduct.

The NI requires centres to apply for accreditation at least three months before the date requested for assessment so that pre-assessment queries can be resolved and travel booked in good time.

7. Documentation to be submitted to the NI prior to the audit

The assessors will require the following documentation a **minimum** of one month before the audit takes place:

- Instructor's manual for each course, including course timetable, lesson plans for each module and copies of training material e.g. power points, video references, etc.
- Student hand-outs and materials
- CV's including photos of instructors
- Health and safety information
- Attendance list, feedback forms, and methods for assessing students
- Example certificates
- Administration procedures to cover registration/booking etc.
- Management review policy for updating of the course materials
- Performance appraisal and continuous improvement policy for instructors
- Complaints policy
- Control of documents policy

If the documentation is not received within the time frame specified the NI may cancel the arranged audit, with the resulting loss (travel/accommodation costs/etc.) borne by the training centre. To maintain a high audit standard, the NI auditors need time to review documentation before arriving at the centre.

8. Provisional accreditation

Prior to the audit, a training provider may request provisional accreditation. This is restricted to selected courses and is given after submission of all the course documentation and instructor qualifications, provided they are of an acceptable standard.

The maximum allowance is the delivery of two courses prior to the audit visit, which requires approval in writing from the NI. This enables the course provider to advertise and supply courses pending the formal accreditation.

If the accreditation is successful the provider will normally be accredited for three years, subject to the provider submitting an annual report.

Where an application for accreditation is unsuccessful, the provider will be informed of the reasons and invited to re-submit the application. The NI aims to be supportive throughout this period.

9. What will be assessed and validated during the audit?

In addition to validating the original copies of some of the documentation requested the auditors will also assess/verify:

- The correct use of equipment, particularly in relation to practical exercises
- Practical exercises and how they are conducted
- Record-keeping and administrative arrangements (e.g. attendance lists issue of certificates of completion, control of documents etc.)

- Accommodation, lecture rooms, equipment and safety considerations
- Assessment methods and how results are used to monitor student understanding and thus instructor performance as well as trigger preventive/corrective actions in relation to course materials/content/delivery
- A formal student feedback process concerning the content and conduct of the course
- Maintenance arrangements and records
- Methods to check and validate the safe and suitable use of third party venues and equipment.
- The use of remote and blended learning technologies and methodologies (if used)

10. The audit plan

In most instances the audit will proceed according to the following schedule:

- Pre-audit: all materials submitted to the NI by the training provider will be reviewed.
- Day 1 of audit: opening meeting; auditors split up with one assessing the administrative/record-keeping and facility side of the training centre and the second assessing the technical side; course delivery will be observed.
- Day 2 of audit: any items outstanding are assessed; course delivery will be observed; a closing meeting will be held to discuss the audit findings.
- Post-audit: all audit findings will be documented and discussed with the NI accreditation team; a decision will be made regarding the accreditation status of the training provider; this decision will be given to the centre by email, followed up by formal letter.

11. The decision to accredit

The NI will write formally to award accreditation at three levels:

Level 1 Accredited: the centre will be accredited to deliver courses for three years and will be required to submit annual reports to the NI throughout this period.

Level 2 Accredited subject to minor or major improvements:

Minor improvements: the centre must make minor improvements during which time the centre will usually be allowed to continue delivering courses. Depending on the nature of the improvements to be made, written and/or photographic evidence of the improvement may be all that is required by the NI from the centre. In certain instances, a follow-up visit may be required by the auditor/s. Once the improvements have been completed and validated, the centre will be accredited to deliver courses for three years from the date the initial audit was carried out and will be required to submit annual reports to the NI throughout this period.

Major improvements: accredited on completion of significant improvements which must be confirmed by due dates; the centre must make significant improvements during which time the centre may have to suspend the delivery of courses. In most cases where significant improvements are required a follow-up audit will be required. This is at the expense of the training centre. Once the improvements are completed and validated, the centre will be accredited to deliver courses. However, a shorter period than the usual three years may be stipulated. During the period for which accreditation is granted the training provider will be required to submit annual reports to the NI.

Level 3 Failure with reasons and invitation to re-submit.

12. Withdrawal of accreditation

Accreditation may be cancelled or withdrawn for any of the following reasons:

- Failure to settle the accreditation/re-accreditation invoice within 90 days
- Failure to be re-accredited within three months of the expiry date of the existing accreditation (unless agreed with the NI)
- Bankruptcy/receivership or liquidation of the accredited training provider or their parent organisation
- Failure to notify the NI of significant changes to the management, training delivery or instructors
- Misrepresentation, misuse, abuse or misdemeanour relating to the accreditation by the accredited training provider
- Failure to comply with the NI's policies for accreditation and certification
- Failure to submit an annual report as specified by scheme adopters
- Engaging in any illegal activity
- End of partnership or joint-venture between two accredited organisations

13. Recognition and certification

On successfully obtaining accreditation, the NI will issue a certificate to the provider with authorisation to add the NI's logo and the words *accredited by the NI* to its course literature.

14. When a centre changes location

If a training centre changes location/premises or equipment used (significant changes only) for practical training it must notify the NI of that fact. A date will be arranged and a new audit will be carried out at the cost of the training centre.

15. Spot audits

The NI retains the right to visit any accredited training centre to carry out a spot audit for the purpose of maintenance of Accreditation standards. The cost for such a spot audit will be borne by the training centre.

16. The cost of assessment

The Nautical Institute is a not-for-profit organisation and will carry out the assessment at full cost recovery plus administrative overheads.

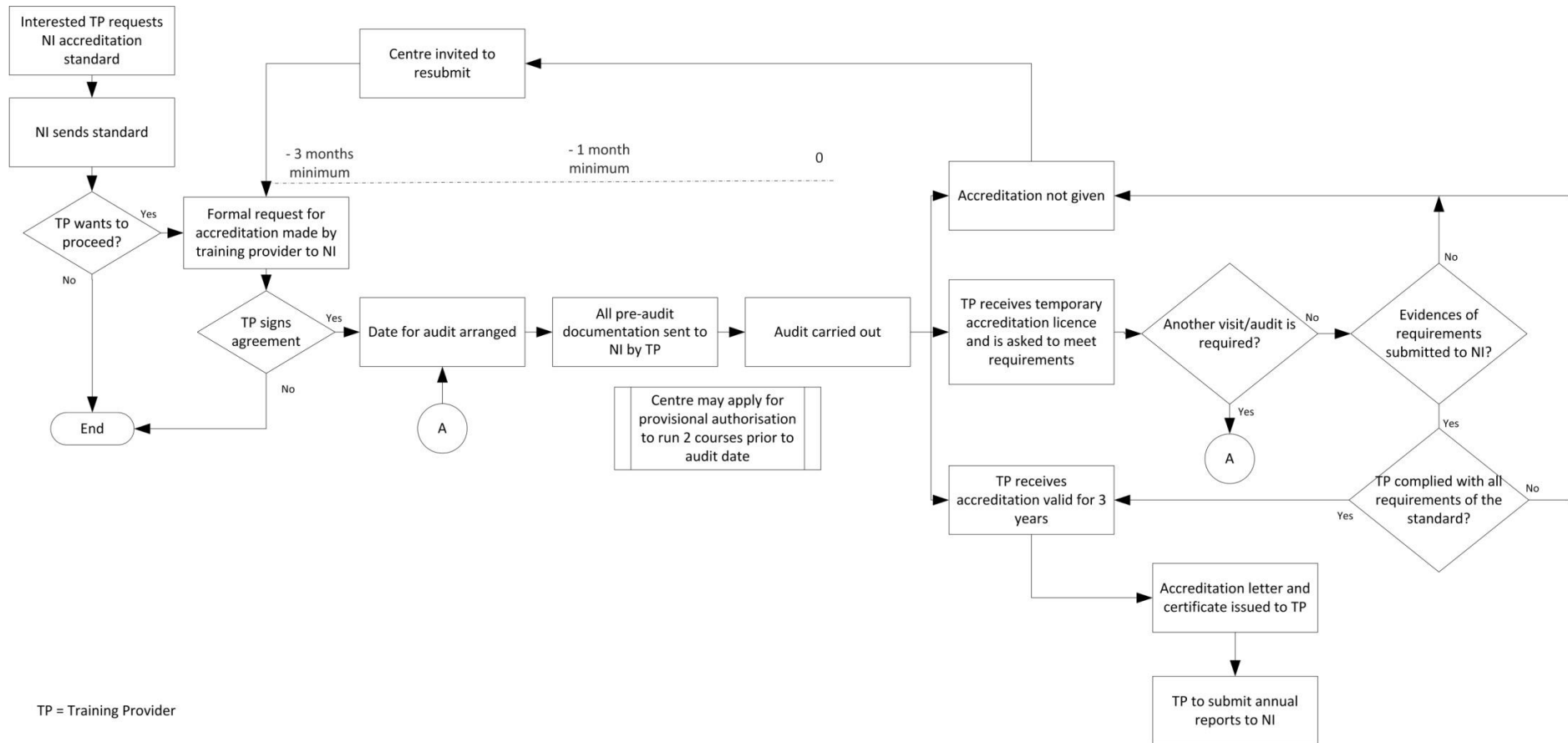
Typical elements of costs are as follows:

- Pre-course assessment, reviewing documentation
- Course assessment
- Annual fees
- Certificate issue fees
- Travel and accommodation as relevant
- Follow-up actions
- Any local tax

Costs will be subject to variations dependent upon the number of courses offered. Providers should contact the NI for indications of costs. All costs are billed in GBP and will be communicated at the annual trainers meeting.

17. Accreditation process work flow summary

Figure 1 Overview of The Nautical Institute accreditation process



A training business or entity wishing to offer environmental courses formally applies to the NI. The NI sends auditors to assess the courses delivered by that training provider to verify that they meet the standards defined by the standard owners and described in this document. The NI Accreditation Team will discuss the recommendation of the audit team and if the decision is made to approve the courses the NI will accredit that entity. The summary process is illustrated in the diagram.

Environmental and oil spill response training providers

Application form for accreditation / re-accreditation of environmental response training provider

Please complete the Section A and the Terms and conditions of business forms (Appendix 4)and return by email to bernie.bennett@nautinst.org.

Section A: Training provider details	
Training Provider	
Address	
Telephone	
Fax	
Email	
Website	
Person In Charge	
Contact Person	
Name of Course(s) or Programme(s) including reference to international best practise documents being applied.	
Instructors name (Please Specify - Jr/senior instructor)	
Locations of course delivery	
Planned date for submission of documents	

Appendix 4 Agreement inc, Terms and conditions of business

The training provider agrees to the following conditions:

1. The training provider voluntarily agrees to accept The Nautical Institute's accreditation standards, to submit the necessary documentation for accreditation and to receive the approval visit, if appropriate, in accordance with The Nautical Institute's policy and procedures.
2. The training will be designated "accredited" when the accreditation team has completed its considerations and determined that the training provider meets or exceeds a minimum standard. Subject to a right of appeal, which would be at their own expense, the training providers will abide by the decision of the accreditation team.
3. The Nautical Institute will prepare and publish periodically lists of accredited training providers.
4. The Nautical Institute and the training provider will follow the procedures and policies developed, periodically reviewed and updated by The Nautical Institute regarding the setting of standards, reporting of information, complaints, display of certificates, use of The Nautical Institute logo, appeals and other matters.
5. The training provider will use all practical means at its disposal to continuously ensure that the services it provides fully comply with the applicable accreditation standards at all times.
6. When an accreditation visit to a training provider is required, requested, or otherwise deemed necessary or desirable, the Nautical Institute agrees with the training provider the approximate date of the visit. Detailed arrangements for the visit are made through direct contact between the Nautical Institute and the training provider.
7. The training provider agrees that if a formal complaint is raised concerning their operation under the Nautical Institute's accreditation procedures, policies or standards, it will promptly comply with any requests of the Institute for necessary information. The training provider agrees to reimburse the Nautical Institute for any related expenses incurred. If the claim was raised by another training provider and is found to be without merit, the latter may be required to reimburse the Institute.
8. When reference is made to accreditation, the following may be used:
 - (i) "Accreditation by The Nautical Institute Pending", in a font and style established by the Institute, which may be used by a training provider which has made application for accreditation, until that time it is notified of the accreditation team's decision;
 - (ii) The term "Accredited by The Nautical Institute", in a font and style established by the Institute, this may be used by a training provider that has been notified that it has received either provisional or full accreditation.
9. The official logo of The Nautical Institute may be used on appropriate materials. The Institute will have the right to notify the training provider of any material used or issued by them that the Institute considers to be incorrect, inappropriate or misleading.
10. The Nautical Institute recognises that course design and material are the property of the course providers and that all material submitted to the Institute will be treated as confidential.
11. Each Party agrees not to hold the other Party, its directors, officers, members and employees liable for any loss, damages, costs, or expenses, which they may incur or be required to pay as a consequence of their actions.

12. During the term of this Agreement, a Party may terminate its participation in this Agreement for any reason by serving written notice of termination sixty (60) days in advance to the non-terminating Party.

13. The training provider agrees to provide a purchase order and to pay the fees in GBP for accreditation (including any other fees notified e.g. Certificates issued fee and Annual fee.)when due and within the time scale documented on the NI invoice.

All payments to be made to The Nautical Institute under this Agreement shall be made in cleared funds, without any deduction or set-off and free and clear of and without deduction for or on account of any taxes, levies, imports, duties, charges, fees and withholdings of any nature now or hereafter imposed by any governmental, fiscal or other authority save as required by law. If the training provider is compelled to make any such deduction, it will pay to The Nautical Institute such additional amounts as are necessary to ensure receipt by The Nautical Institute of the full amount which it would have received but for the deduction.

14. The Parties shall attempt in good faith to resolve all disputes arising in connection with the interpretation or application of the provisions of this Agreement or in connection with the determination of any other matters arising under this Agreement by mutual agreement.

15. The Nautical Institute is subject to the provisions of the EU General Data Protection Regulation (GDPR). The personal data you provide to us will be processed on a 'legitimate interests' basis under Article 6 (1) of the GDPR. This will enable the Institute to provide you with the information and services required to maintain your certificate. You will receive communications from the Institute to let you know about relevant activities, products and services and also the status of your certificate

Name of Training Provider
Signature of the Responsible Person from the Training Provider
Name and Title/Position of the Responsible Person from the Training Provider
Date

For Nautical Institute
Name / Title
Signature
Date

Appendix 5 Requirements for blended learning techniques

The purpose of this appendix is to provide guidance to those companies who wish to deliver aspects of environmental subject matter accredited training under the NI training accreditation scheme via remote / distance / blended learning techniques.

Introduction

The technology behind the provision of remote learning is now well established. In many sectors this is rapidly becoming the norm and it is suggested that the technology will continue to develop exponentially.

The advantage of a student being able to learn from the convenience of a home / work location without the requirement to travel to a training centre is economically and environmentally compelling.

The technology adds value in many respects to learning, with the student having multiple options for engagement directly with the training resources e.g. on line videos, video chatroom, webinars, etc.

Remote learning would reduce costs for students as travel to and from a traditional venue would be reduced. Time away from normal business location would also be reduced resulting in less business impact to employer.

Conversely some training requirement comprise of the requirement to perform practical exercises and to get hands on familiarity with equipment and to engage in workshops / discussions / simulation exercises which are either impossible or challenging to deliver remotely.

Requirements.

The following requirements, over and above those given in the current NI Standard are to be met by a service provider in order to gain accreditation to NI Standards.

- The offering from the provider must meet the required skill and knowledge requirement of the course being accredited.
- The provider must submit a course program to the NI for approval detailing the aspects that are remote and those that are to be delivered at a venue and to describe how the remote aspects will meet the relevant syllabus component's.
- The provider must demonstrate how they can be sure that the remote student is who he or she is registered for the course, and how any testing required under the Standard will be resistant to fraud.
- The provider must show how they will comply with the relevant data protection laws in the country of provision, i.e. the provider's country of legal jurisdiction.
- All policies and methods used must be documented in the relevant course manual
- Providers converting existing courses to flexible learning are to submit their course to the NI for approval which will attract an additional audit fee.
- Providers must demonstrate how learning gained under the remote elements is understood to the same or greater degree than that given face to face.
- Providers must comply with any restrictions given by national bodies or agencies on the number of hours that can be delivered by remote learning for given courses. See Appendix

Technology guidelines:

Note that the following points are not necessary requirements that must be met but illustrate some of the technology requirements that may be looked at by the NI when accrediting a service provider wishing to delivery by remote learning

- Allow access to the online platform for distance learning to all types of devices like, VC room, computers, laptops, tablets and smartphones in order not to oblige participants to acquire special equipment for the courses.
- Allow full interaction (audio and video) with each participant should be provided with a “raise-hand” capability during the presentations.
- Be able to share videos, presentations, table-top exercises etc. on real-time as it happens during normal presentations.

In addition consideration of:

- Collaborative sessions between the participants under the supervision of the instructor
- White-board application to handwrite and present notes
- Recording of the presentation for future references
- Multi-language program-interface support, to facilitate participants around the world
- File transfer during the presentation
- Live text-messaging or chat for Q&A during the sessions for each participant separately
- Registration management of the participants through secure connection links to their dedicated email addresses
- Application of the technology to any device available from the participants like meeting-rooms, PC, laptop, smartphone, tablet
- Operating system support by Windows, Mac, Linux.

Appendix 6 Complaint or appeal procedure

General enquiries and correspondence relating to the Standard should be directed to the NI using the contact details below:

Accreditation and Training Department
The Nautical Institute
202 Lambeth Road, London - SE1 7LQ
United Kingdom

Email: accreditations@nautinst.org

Tel: +44 (0) 207 928 1351

Complaints and disputes relating to the Standard should be directed to Chief Executive Officer at the NI using john.lloyd@nautinst.org. Acknowledgements will normally be made within seven days and a response given within 30 days. Decisions made by the Executive Board of the NI will, in all matters, be considered final.

Training centres should make every effort to ensure that all points raised at the closing meeting of the audit are understood and any questions discussed and clarified. Any complaints or appeals raised as a result of the accreditation visit will be subject to a resolution procedure, which may entail a re-visit to the centre with three auditors and this cost will be borne by the training centre as per the Accreditation agreement.

Appendix 7 List of recognised organisations.

IMO

Organisations seeking accreditation with IMO model courses must ensure their courses are commensurate with both the NI Foundation Standards and the content of the IMO model courses

Additionally providers seeking accreditation must demonstrate that the model courses supplied by the IMO have been tailored to suit the intended audience, e.g. relevant to the industry (Chemical / Hazmat / Oil and Gas / Shipping / Ports), environmental conditions, local legislation and policies on response strategies employed in the region of training

It is important to note that while the IMO courses are made available for purchase, the International Maritime Organization **does not certify, endorse or accredit training institutions or individuals for the delivery of the OPRC Model Courses.**

Use of the IMO logo

The Organization also prohibits the use its logo, unless permission has been expressly granted in writing, based on an official request. This rule extends to the use of the IMO logo on promotional materials, web sites, and business cards that may be used by training organizations to promote the delivery of the OPRC Model Courses or imply endorsement by the IMO for this purpose. The criteria for granting use of the IMO logo are limited and permission would not be granted for its use in this context.

Schedule of Oil Spill Response recognised guidance documents

OPRC Model Courses

The IMO has developed a range of training courses to address all aspects of oil spill planning, response and management. These are known as the OPRC Model Courses. These courses have been designed and developed by an international group of experts from governments and industry. They are available in CD format and include instructor's manuals, participant's manuals and training aids, in the form of presentations and additional guidance and tools.

The IMO courses on oil pollution preparedness and response have been developed for three levels of competency:

- Operational staff (Level 1);
- Supervisors and on-scene commanders (Level 2); and
- Senior management personnel (Level 3).

There is also a Foundation Level 0

The current version of the model courses was published in 2019

HNS Model Courses

The OPRC-HNS Protocol 2000 requires governments to establish the training of relevant personnel and a programme of exercises for the response to pollution from hazardous and noxious substances (HNS). The protocol also called for IMO to develop a comprehensive training programme in cooperation with interested governments and industry.

At the 53rd session of IMO's Marine Environment Protection Committee (MEPC) and on the recommendation of the OPRC-HNS Technical Group approval was given for a project to develop two model training courses for preparedness and response to marine incidents involving hazardous and noxious substances.

The objective of these model courses was to provide practical training and guidance in preparing for and responding to HNS incidents. The courses were not designed to train response personnel. This is a separate and very specific subject.

The new courses were designed to complement the suite of existing IMO OPRC model courses for preparedness and response to marine oil spills and aimed to support the efforts of countries in acceding to and implementing the OPRC Convention 1990 and its HNS Protocol 2000.

The courses are aimed at two levels:

- Operational Level: First responders, Supervisors and On-Scene Commanders
- Manger Level: Administrators and Senior Managers

These courses, when properly linked to a country's national contingency plan, can be used to train staff who form the cornerstone for the conduct and management of an effective response to a marine HNS spill.

Organisations seeking accreditation with IMO HNS model courses must ensure their courses are commensurate with both the NI Foundation Standards and the content of the IMO HNS courses

Additionally providers seeking accreditation must demonstrate that the model courses supplied by the IMO have been tailored to suit the intended audience, e.g. relevant to the industry (Hazmat / Chemical / Oil and Gas / Shipping / Ports), environmental conditions, local legislation and policies on hazardous material response strategies employed in the region of training

IPIECA IOGP

International Petroleum Industry Environmental Conservation Association / International Oil and Gas Producers

Organisations seeking accreditation with IPIECA IOGP Best practise Guides must ensure their courses are commensurate with both the NI Foundation Standards and the content of the relevant guide

Additionally providers seeking accreditation must demonstrate that the guides published have been tailored to suit the intended audience, e.g. relevant to the industry (Oil and Gas / Shipping / Ports), environmental conditions, local legislation and policies on response strategies employed in the region of training

IPIECA has been working for over 25 years to harness the oil and gas industry's collective expertise and technology on oil spill preparedness and response. While prevention is always the ultimate goal, IPIECA gives equally high priority to developing the capability to respond to spills. IPIECA develops good practice and facilitates industry forums to share oil spill preparedness and response.

Activities stem primarily from the work of IPIECA's Oil Spill Working Group. Operating since 1987, the Group aims to improve oil spill preparedness and response around the world by:

- enabling the industry and its partners to improve oil spill preparedness and response around the world
- informing global policy and external stakeholders pro-actively and credibly on oil spill related issues and
- monitoring, assessing, and (where necessary) responding to oil spill related developments.

One of IPIECA's long standing activities is their partnership with the [International Maritime Organization](#) (IMO) through the [Global Initiative](#), which brings together industry and governments to enhance oil spill preparedness and response.

Joint Industry Projects

The IPIECA-IOGP [Oil Spill Response JIP](#) (OSR-JIP) was set up to implement learning opportunities in respect of oil spill preparedness and response following the April 2010 well control incident in the Gulf of Mexico. As part of this effort, the OSR-JIP has produced more than 20 good practice guides. These guides update and replace the well-established IPIECA Oil Spill Report Series published between 1990 and 2008. It covers topics that are broadly applicable both to exploration and production, as well as to shipping and transportation activities.

New guides in oil spill related field are becoming completed on a regular basis and providers should visit www.oilspillresponseproject.org for the latest document status