



Changes to MCA education and training requirements for obtaining a UK Certificate of Competency

Notice to all MCA-Approved Nautical Colleges, Ship Owners, Masters, Officers, Ratings and all those concerned with maritime training.

*This notice should be read with MSN 1856, MSN 1857, MIN 511 and replaces MIN 530.
This MIN expires 20 October 2021*

Summary

This MIN summarises the changes to current MCA education and training requirements for obtaining a UK Certificate of Competency. It introduces further changes to the SQA OOW written examinations requirement for Overseas Collaborative Programmes (1+1) route under section 2.1 and revisions to the approved programme timescale for reduced seagoing service listed under section 2.2

1. Introduction

1.1 After reviewing the current processes and procedures for obtaining a UK Certificate of Competency the MCA has decided that the following changes should be made:

- A change in requirements to be met by Deck cadets applying through the 'Overseas Collaborative Programme' prior to the issue of their first and any subsequent Notice of Eligibility (NOE) – **section 2.1**;
- The completion of an education programme and reduced seagoing service within an approved programme timescale (for Deck and Engineering cadets)– **section 2.2**;
- The removal of the 7 year time restriction on using your MCA-approved academic qualification to obtain a UK CoC - **section 3**;
- Clarification that there is no requirement to hold an NOE prior to undertaking an MCA-approved Scottish Qualifications Authority (SQA) or International Association of Maritime Institutions (IAMI) written examination - **section 4**;
- New requirements for non-UK CoCs being converted to a UK CoC prior to the issue of a Notice of Eligibility (NOE) - **section 5**;
- Standardisation of the nautical college letter for Merchant Navy Training Board (MNTB) cadets – **section 6**

A college letter template that must be completed for every Deck Cadet on the 'Overseas Collaborative Programme' (1+1 route) is available in Annex A.



2. New Requirements for 'Overseas Collaborative Programme' (1+1)

2.1 Deck cadets only

If you are following an MCA-approved 'overseas collaborative programme' (1+1 route) overseen by a UK nautical college, you must meet the following requirements **prior to the issue of your first OOW II/1 NOE**:

- Complete 15 months' seagoing service¹;
- Submit your completed workbook with your Training Record Book (TRB);
- Obtain a letter from your UK-approved nautical college confirming your workbook and TRB have been checked and approved (see annex A for letter template).

From the 1st December 2017, candidates are permitted to apply for their first OOW II/1 NOE and attempt one OOW II/1 oral examination prior to successful completion of SQA OOW written examinations. **For subsequent resits, you must:**

- Pass the SQA OOW written examinations at an approved SQA Centre in the following subjects:
 - Navigation;
 - Stability and Operations.

If you are following an 'Overseas Collaborative Programme' and have submitted an application to the MCA **before 01st July 2017**, you are permitted to undertake the OOW II/1 oral examination up to three times prior to completing the SQA written examinations. **For any subsequent resit, you must:**

- Pass the SQA OOW written examinations at an approved SQA Centre in the following subjects:
 - Navigation;
 - Stability and Operations.

2.2 Deck and Engineering Cadets – The Completion of an Education Programme and Reduced Seagoing Service within an Approved Timescale

2.2.1 To be eligible for your reduced seagoing service requirement you must obtain your academic qualification (Higher National Certificate or Higher National Diploma) and complete your seagoing service within 5 years of enrolling² on your course. If you do not complete these requirements you will no longer be eligible for this programme and you will need to meet the "Experienced Seafarer" seagoing service requirements:

- For Deck candidates this is 36 months as per section 3.2 of MSN 1856;
- For Engineering candidates this is 36 months' combined seagoing service and workshop skills training, as per section 3.3.4 of MSN 1857 or follow the alternative route detailed in MIN 511.

2.2.2 If you are on an Engineering Bachelor Degree course you must complete your seagoing service and academic qualification within 6 years of enrolling on your course.

¹ Seagoing service must meet the requirements set out in MSN 1856

² The date of enrolment will be indicated on the college letter that confirms your attendance on the programme.



3 Use of HNC/HND or Foundation Degrees towards the issue of a UK CoC

Once you have obtained your qualification, there is no longer a time restriction on the use of Higher National Certificate (HNC), Higher National Diploma (HND), Deck Bachelor Degree (BSc), Scottish Professional Diploma (SPD) or Foundation Degrees towards obtaining a UK CoC. Provided that you have reached the standard as detailed in the applicable MSN; section 11 of MSN 1856 (Deck) or section 7 of MSN 1857 (Engineering), your approved qualification can be used towards the applicable CoC indefinitely.

4 IAMI and SQA Examinations

There is no requirement to hold an NOE prior to attending any of the following MCA approved examinations³:

- SQA OOW written examinations for:
 - Navigation;
 - Stability and Operations.
- SQA Chief Mate/Master's written examinations for:
 - Navigation;
 - Stability and Structure.
- IAMI EOOW written examinations for:
 - Engineering Knowledge sections:
 - General;
 - Motor **and/or** Steam;
 - Control Engineering
- SQA Management level⁴ written examinations for:
 - Engineering Knowledge Sections:
 - General;
 - Motor **and/or** Steam.

5 Requirements for Converting a non-UK CoC to a UK CoC

5.1 The general requirements are detailed in section 14 of MSN 1856 and section 9.3 of MSN 1857. If you hold a CoC from a country who we do not issue a Certificate of Equivalent Competency (CEC) against, you must contact the MCA at exams@mcga.gov.uk prior to starting your studies. For a list of CEC accepted countries please go to www.gov.uk and search "CEC" or [Click Here](#).

5.2 If you hold a CoC from a CEC accepted country, once you have been issued with a Notice of Eligibility you will need to complete:

For a UK Chief Mate or Master UK CoC you must:

- Successfully complete an approved education and training programme meeting the standards of competency specified in section A-II/2 of the STCW Code as listed in section 11 of MSN 1856. This will be the HND standard;

³ If you are following the conversion route under section 5, it is recommended that you apply for your NOE prior to attending the examinations as this acts as confirmation that you have met the UK CoC eligibility requirements.

⁴ The Second and Chief Engineer 'Engineering Knowledge' examinations have been combined to form one management level 'Engineering Knowledge' examination. If you pass the management examination prior to obtaining your Second Engineer Certificate of Competency you will not need to repeat it to gain a Chief Engineer Certificate of Competency.



- Pass the SQA Chief Mate/Masters written examinations at an approved SQA centre in the following subjects:
 - Navigation;
 - Stability and Structure;
- Hold the applicable ancillary and technical training listed on your NOE;
- Pass the applicable oral examination.

For a Second Engineer or Chief Engineer UK CoC you must:

- Successfully complete an approved education and training programme, meeting the standards of competency specified in section A-III/2 of the STCW Code, as listed in section 7 of MSN 1857;
- Pass the SQA Management level written examinations for:
 - Engineering Knowledge sections:
 - General;
 - Motor **and/or** Steam;
- Hold the applicable ancillary and technical training listed on your NOE;
- Pass the applicable oral examination.

6 College Letter Templates for UK Cadets

To ensure consistency and to clarify SQA and IAMI written examination exemptions, we have devised a college letter template. All nautical colleges must submit letters as per the example template in Annex C for MNTB Deck cadets and Annex D for MNTB Engineering cadets. The issue of the letter in the required format must be incorporated into the college Quality Management Procedures. This will be checked during audits of the college by the MCA.



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More Information

Seafarer Training and Certification
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Bay 2/11
Spring Place
105 Commercial Road
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SO15 1EG

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e-mail: exams@mcga.gov.uk

Website Address: www.gov.uk/government/organisations/maritime-and-coastguard-agency

General Enquiries: infoline@mcga.gov.uk

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telephone numbers are correct at time of publishing

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Safer Lives, Safer Ships, Cleaner Seas

Annex A

Tel: *****
Email: *****

College Name:
Address:

Your Ref:
Our Ref: **1+1 Route**

Day/Month/Year

Dear *****,

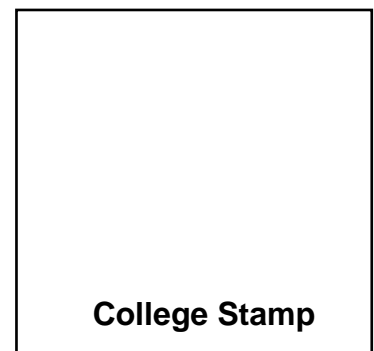
I confirm that **[Name] & [Date of Birth]** is on the deck officer 'Overseas Collaborative Route' (1+1) programme and has met the following requirements:

NOE Requirement	College Lecturer Initial
15 month's seagoing service (the MCA will assess and verify this once the application is received).	
The candidate has been informed that to be eligible for the reduced 15 month seagoing service requirement, they must obtain their academic qualification (HND or HNC) and seagoing service within 5 years of enrolment (no further extension will be granted).	
The Training Record Book (TRB) and associated workbook has been assessed by the college and they meet the required MCA standard.	
The candidate has been informed that they are permitted to apply for their first OOW II/1 NOE prior to completion of the SQA written examinations, and has been informed that they will need to complete the examinations listed in section 2.1 for any subsequent resits.	

The Candidate's date of enrolment is: **Day/Month/Year**

Yours Sincerely,

Lecturer's Name
Nautical College



Annex B

Tel: *****
Email: *****

College Name:
Address:

Your Ref:
Our Ref: **1+1 Route**

Day/Month/Year

Dear *****,

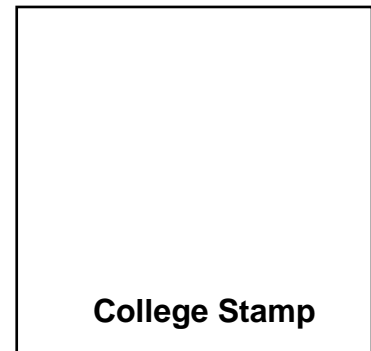
I confirm that **[Name] & [Date of Birth]** is on an engineering officer 'Overseas Collaborative Route' (1+1) programme and has met the following requirements:

NOE Requirement	College Lecturer Initial
The Training Record Book (TRB) and associated workbook has been assessed by the college and they meet the required MCA standard.	

The Candidate's date of enrolment is: **Day/Month/Year**

Yours Sincerely,

Lecturer's Name
Nautical College



Annex C

Tel: *****
Email: *****

College Name:
Address:

Your Ref:
Our Ref: **MNTB Deck Cadetship**

Day/Month/Year

Dear *****,

I confirm that **[Name] & [Date of Birth]** is on the MNTB-approved Deck cadet training programme.

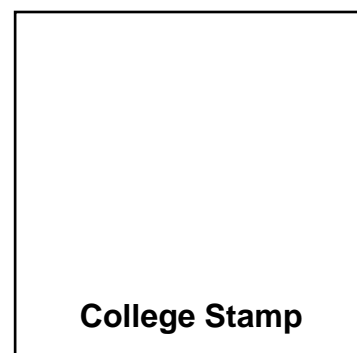
Route	College Lecturer Initial
The candidate is completing an HNC/HND/Foundation Degree/Scottish Professional Diploma*	
I have informed the candidate that they will need to pass / are exempt from* the SQA OOW, II/1, written examinations.	

***Delete as appropriate**

The Candidate's date of enrolment is: **Day/Month/Year**

Yours Sincerely,

Lecturer's Name
Nautical College



Annex D

Tel: *****
Email: *****

College Name:
Address:

Your Ref:
Our Ref: **MNTB Engineering
Cadetship**

Day/Month/Year

Dear *****,

I confirm that **[Name] & [Date of Birth]** is on the MNTB-approved Engine cadet training programme.

Route	College Lecturer Initial
The candidate is completing an HNC/HND/Foundation Degree/ Scottish Professional Diploma*	
I have informed the candidate that they will need to pass / are exempt from* the EOOW, III/1, IAMI written examinations.	

***Delete as appropriate**

The Candidate's date of enrolment is: **Day/Month/Year**

Yours Sincerely,

Lecturer's Name
Nautical College

