




 V. Ships Leisure S.A.M.  <b>WORK INSTRUCTIONS (MONACO)</b> <b>OFFICE STAFF TRAINING</b>		Version: 1(10/96)
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<i>Scope / Application:</i> <i>Office: Office Personnel; Ships: N/A</i>	<i>New # 01; old P-01</i>	Appr: <b>VR</b> 

1. All office staff must receive training relevant to their assigned duties.  
All staff involved in the Company's Safety Management System (SMS) must receive adequate training and have a basic understanding of relevant rules, regulations, codes and guidelines.
  
2. **Training Identification**  
  
All HOD's are responsible for identifying the training required by their subordinates and to submit to the MD/Personnel Representative their requirements.
  
3. **Internal and Formal Training**
  - a) **Internal Training**  
  
Internal training of the subordinate staff relative to the office activities must be conducted by each HOD or his delegate (senior staff of his department).  
Such training will include:
    - a) that given to the new staff on joining the Company
    - b) in -service training
    - c) that given to staff upon taking up a new assignment within the Company

Adequate training on Safety Management System (SMS) will be conducted by the S&QS.
  - b) **Formal Training**  
  
Formal training for basic understanding of ISM Code, Safety & Environment activities and Technical Operations must be conducted by a selected qualified outside Company.
  
4. **Training Assessment and Records**
  - a) **Training Assessment**  
  
Each member of the office staff attending Internal or Formal Training will be given a questionnaire (Training Course Assessment Form) the first page of which must be filled in by the Trainee. It will be used by the Personnel Representative (or his/her delegate) to assess the training received.  
The Assessment Form attached is to be passed to the Personnel Representative.


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<b>TRAINING COURSE ASSESSMENT FORM</b> <b>(For Internal and Formal Training)</b>				
<b>Formal Training/Internal Training Course Description</b>				
<b>Training Establishment</b>				
<b>Dates</b>	<b>From</b>		<b>To</b>	
<b>Full name of Trainee</b>				
<b>Signature</b>				
<b>Full Name of Lecturer/Internal Office staff Signature (for Internal Office staff)</b>				
<b>1.Comprehension of Training/instructions received )</b> <b>(Use marks in 0.5 steps. E.g. 2.5-6.5,9.0, etc.)</b>				
<b>Very Good</b> <b>(8.1 to 10.0)</b>	<b>Good</b> <b>(5.1 to 8.0)</b>	<b>Average</b> <b>(3.1 to 5.0)</b>	<b>Insufficient</b> <b>(0 to 3.0)</b>	
<b>2. Will the course help you to carry out your present duties?</b> <b>(If yes, give your assessment as in 1. Above, If “NO”, tick “NA”)</b>				
<b>Very Good</b>	<b>Good</b>	<b>Average</b>	<b>Insufficient</b>	<b>NA</b>
<b>3. Will the course help you for the future?</b> <b>(If yes, give your assessment as in 1. Above, if “NO”, tick “NA”).</b>				
<b>Very Good</b>	<b>Good</b>	<b>Average</b>	<b>Insufficient</b>	<b>NA</b>
<b>4. Standard of lecturing, including reference documentation handed to the trainee.</b> <b>(Use the same assessment method as in 1. above)</b>				
<b>Very Good</b>	<b>Good</b>	<b>Average</b>	<b>Insufficient</b>	<b>NA</b>
<b>5. Were the joining instructions, accommodation and other arrangements adequate?</b> <b>Use Not Applicable (NA) in case of Internal Training</b> <b>(Use the same assessment method as in 1. above)</b>				
<b>Very Good</b>	<b>Good</b>	<b>Average</b>	<b>Insufficient</b>	<b>NA</b>

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<b>General Comments:</b>	
<b>To be used by the Office for the final assessment of the training received by the staff</b>	
<b>1. First evaluation is for the Course Content and its validity assessment, as a tool to improve the professionalism of the trainee. Compute the data in 1,2, 3, by adding the marks given, divide the total by three (or less where “NA” is given) and multiply the result obtained by 10. The score attained to be entered in the box on the right and the value to be used for the training records.</b>	
<b>2. Second Evaluation is for the Standard of Lecturing and Organization of the Session Assessment. Compute the data entered as in 4 and 5, by adding the marks given , divide by two( or one, where “NA” is given) and multiply the result obtained by 10. The score attained to be entered in the box on the right and value to be used for the training records</b>	
<b>General Comments:</b>	
<b>Personnel Manager:-----</b> <b>Date:-----</b>	
<b>Signature:-----</b>	

**Rermark: copy of this form is included in the Appendix to WI (P-01)**

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**Following assessment method must be used on training received by the office staff and duly recorded on training records:**

- 1. Assessment of Trainee's comprehension of Training/Instructions received**  
**(Level attained is indicated by a score ranging from 0 to 100)**

<b>SCORE</b>	<b>INTERPRETATION</b>
0 to 30	Further training needed, presently the Trainee does not understand training/ instructions received.
31 to 50	Training satisfactory, Trainee has average grasp of training/instructions received
51 to 80	Trainee has a good grasp of training/ instructions received.
81 to 100	Trainee has a very good grasp of training, instructions received.

- 2. Assessment of Standard of Lecturing and Organization Session**

<b>SCORE</b>	<b>INTERPRETATION</b>
0 to 30	Training Lecturing and Organization Session is not satisfactory. The possibility to improve these or to use other options should be considered
31 to 50	Training Lecturing and Organization Session is satisfactory but should be improved.
51 to 80	Training Lecturing and Organization Session is very satisfactory and recommended to be re-used.
81 to 100	Training Lecturing and Organization is very good and useful.

#### **b) Training Records**

The Personnel Representative is responsible for updating the Training Records of all Office Staff.

The Training Measurement (TM) box of the Training Records must be entered with two figures as per above Training Assessment form and score interpretation.