



A GUIDE TO THE INDIVIDUAL COMPETENCE ASSESSMENT (ICA)



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What is an Individual Competence Assessment?

The ICA assessment process allows you to obtain a certificate of competence for the role in which you currently work. The process requires you to produce evidence that confirms that you currently work in that role and are deemed competent against IMCA criteria

How long must I have been in the role for which I want to Recertify?

You should have been working in the role for which you require a certificate for at least the past 12 months. This is because the evidence you submit for verification must be 'current' and relate to activities you have recently completed.

When can I complete my ICA?

Once you purchase and download your ICA pack, you can complete your ICA immediately if you have evidence from your past 12 months work. If you do not have evidence to hand then you may be able to complete the ICA on the next trip/s offshore. This will however be at the discretion of your employer/agent.

WHAT TYPE OF EVIDENCE SHOULD I SUBMIT FOR MY ICA?

There are a number of different types of evidence that you will be required to submit for your Individual Competence Assessment (ICA). They are listed below:

1. Witness Statements

The witness statement is form included in your ICA pack that must be signed by a manager in a company/agency that you have worked for. The witness statement confirms that you have worked for the company for a specific period of time. By signing it the manager confirms that you have performed satisfactorily in this role against IMCA competence criteria. The witness statement should cover a period of at least 1 year. If you have not been employed by that company for this long, submit a second witness statement from a previous employing company/agency

MTCS can send you a blank witness statement to allow you to begin collating evidence. If this is required please contact enquiries@mtcs.info stating your full name, date of birth and grade you are currently working at.

2. Appraisals

An appraisal is normally conducted offshore by a Supervisor/Manager who has worked with you for a period of time. You should submit at least 2 appraisals from different supervisors / managers you have worked for offshore during the past 12 months.

NOTE 1: Appraisals may also be called “performance reviews” or “end of trip reports”.

NOTE 2: If you do not have access to an appraisal MTCS reserve the right to request additional witness statements.

3. Records of Work

Records of Work refer to any written evidence that relates to the role for which you require a certificate of competence. It may include:

- Operational logs
- Maintenance logs
- Risk Assessment documentation
- Calibration logs
- IMCA Log Book pages
- Company CV/Work History

You may submit documentation that has been collected for a Company ‘In house’ Competence Scheme

You may also submit evidence collected within the IMCA E Portfolio

4. Industry Certification

You must also submit copies of valid and in date certification that includes

- Your current certificate of medical fitness to work offshore
- Your current certificate of survival training
- Your MIST or iMIST certificate if applicable

5. Essential Knowledge

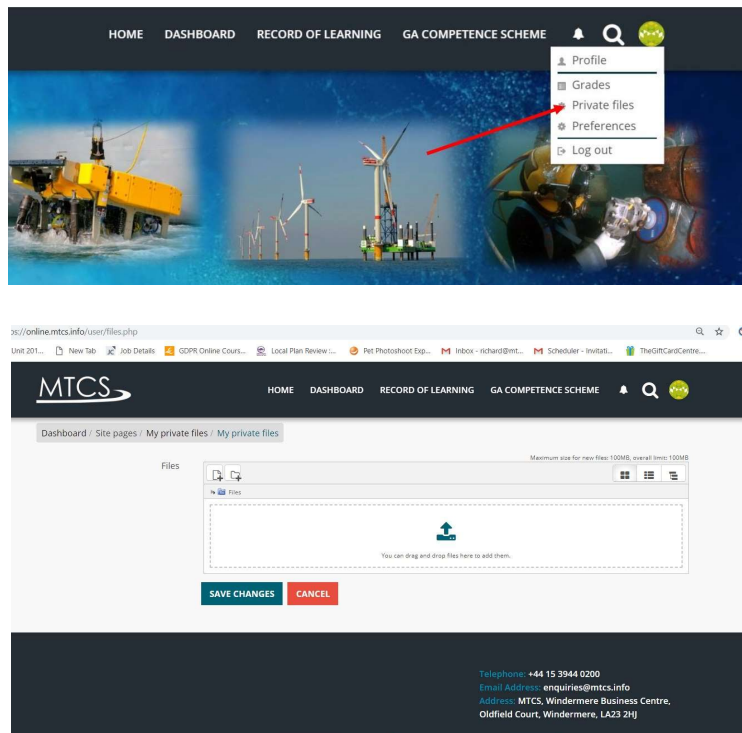
You are required to Complete write or record a report on your most recent job offshore, of between 500 and 1000 words. This must be your own work and may reference copies of company documentation (which are not included in the word count).

This should include:

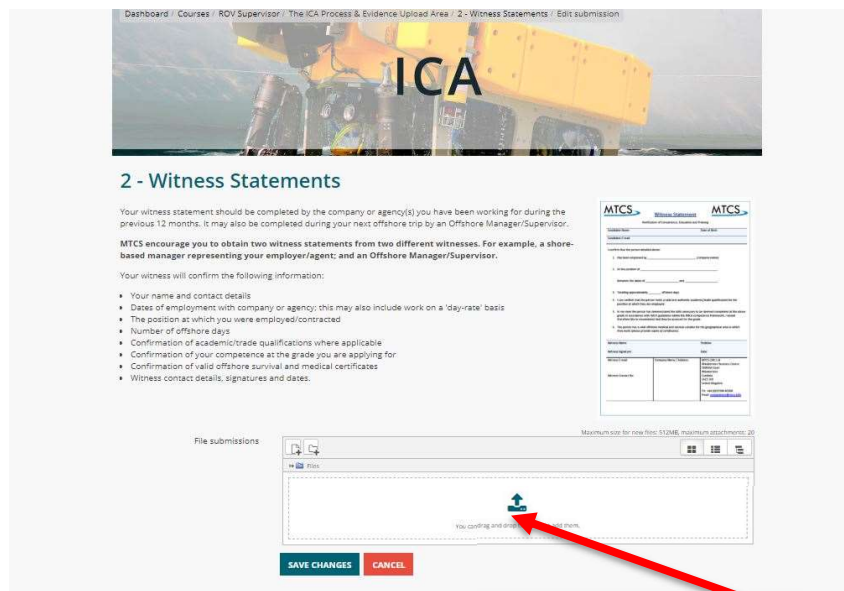
An explanation of your job role and who you are responsible to

- Ensure dates, vessel/installation names, company names, field or project titles are included
- An example of a specific work activity that happened during this period
- Explain how you ensure that work you are responsible for is conducted safely and efficiently
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- Explain how you ensure your work is done to the requirements of:
 - Your employer
 - Your client/customer
- Explain how you overcame a problem during this period, and what you did to ensure that the problem does not occur again
- This may be a technical or management problem, but must reflect your job role. Ensure you attach a copy of the documentation you completed as a result of solving this problem, for example:
 - Fault report / maintenance log
 - Safety observation / hazard identification card
 - Assessment / performance appraisal
 - Improvement report / management of change report
 - Disciplinary / grievance report
 - Non-conformance report / lessons learnt report

How Do I submit evidence for my ICA certification?



Once you have purchased your ICA pack you can scan all your evidence and upload it to your recently purchased ICA course. Alternately easily attach your evidence from your private files if previously saved there.





How long does it take to obtain my Certificate from MTCS?

Assuming your evidence is satisfactory, and the verification process is successful MTCS will award your Certificate within 10 working days.

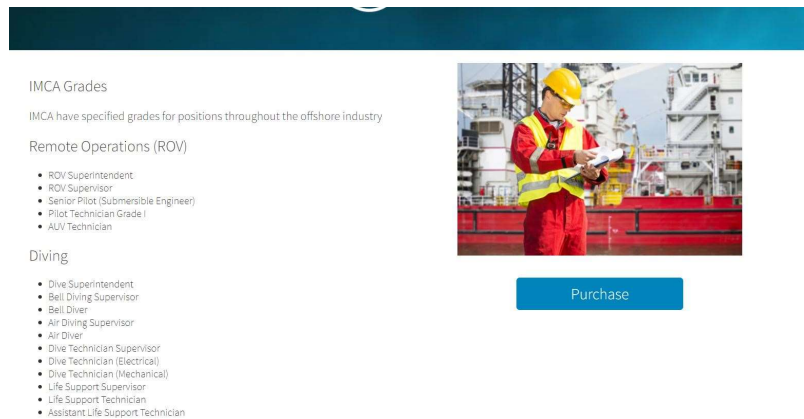
You will receive feedback from an MTCS verifier on the outcome of your verification. In some cases, we may request additional evidence if the evidence you have submitted is insufficient or unsuitable to verify your competence

How do I purchase my ICA Pack?

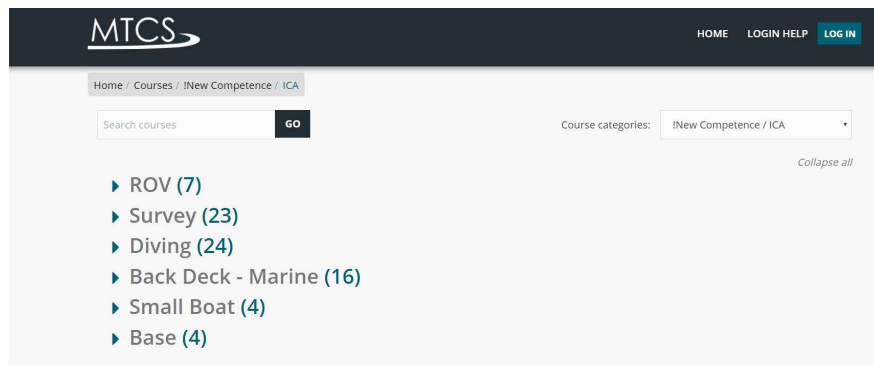
You can purchase the ICA pack from the MTCS Website. Click on the link below to purchase

<https://www.mtcsuk.com/certification/individual-competence-certification>

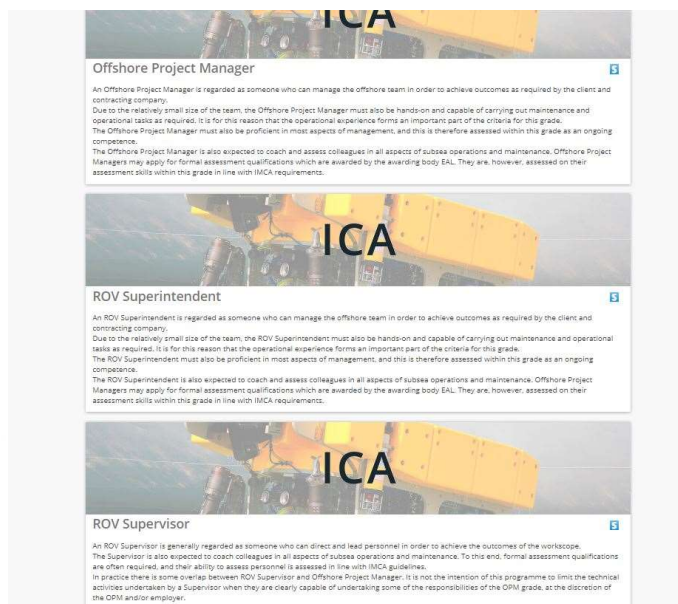
1. Scroll down to the Purchase button



2. Select the specific trade you belong to



3. Scroll through the Grades that are listed and select your role



4. You may be asked to 'Create an Account' on MTCS Online prior to purchase. Alternatively, if you have an account you can now purchase your ICA pack.

Username / email

 Username / email

Password

 Password

☐ Remember username

LOG IN

Forgotten your username or password?

Cookies must be enabled in your browser 

Please note

For full access to this site, you first need to create an account.

CREATE NEW ACCOUNT

For further details please contact MTCS on

enquiries@mtcs.info
Tel: +44 15394 40200