

STANDARD TERMS AND CONDITIONS OF TRAINING AND ASSESSMENT

1 Accreditation

- 1.1 Accreditation refers to the assessment process and training delivery where applicable.
- 1.2 MTCS is not accredited by any Industry Trade Associations however follow guidelines issued by relevant Industry Trade Associations.
- 1.3 MTCS is a World Wide Training Establishment Member of IMCA (Offshore Survey and Remote Systems & ROV Divisions).
- 1.4 MTCS is an EAL Approved Assessment Centre (EMTA Awards Ltd).
- 1.5 The Management Systems of MTCS are approved against ISO 9001:2008.
- 1.6 The scope of activities include the development and delivery of training courses and competence assurance programs within the marine and energy sector.

2 Assessment and Verification

- 2.1 Assessment will normally take place in the workplace by suitably qualified Skills Assessors/Witnesses.
- 2.2 MTCS will verify the assessment process that has taken place in the workplace.
- 2.3 Verification consists of ensuring the candidate's evidence is valid, authentic, sufficient and timely.
- 2.4 MTCS will where applicable, provide feedback on assessment to the Candidate, Assessor and Candidate's Employer.
- 2.5 MTCS will, where applicable, provide the Candidate with a certificate confirming their competence in a specific activity. Please note your certificate issue date will be the date that the verification was successfully completed, and your certificate will be valid for 3 years from that date.
- 2.6 A certificate will only be provided at the discretion of MTCS.
- 2.7 MTCS reserve the right to withhold certificates and assessment documentation where the Candidate/Client has failed to comply with 'Standard Terms and Conditions of Sale'.
- 2.8 MTCS will, where applicable, provide the candidate with an Action Plan on how to progress towards the next grade or remain at the existing grade within industry guidelines.
- 2.9 All assessment and verification services purchased from MTCS must be completed within 12 months of purchase.

3 Training

- 3.1 Training refers to the delivery of courses at:
 - MTCS Premises
 - Client Premises
 - Partner Premises
 - Onboard Clients Vessel.
- 3.2 Alternatively training may be delivered via MTCS Online.
NOTE: Distance Learning courses need to be completed within 12 months of purchase.
- 3.3 The purpose of training is to:
 - Develop the underpinning knowledge of the Candidate
 - Where applicable develop some of the skills of the Candidate.
- 3.4 Successful completion of training, including assessment, does not necessarily infer that the Candidate is competent in a specific activity or activities relating to the course content.

- 3.5 MTCS will endeavour to deliver the training course as detailed in the agreement/Purchase Order. MTCS will not be responsible for changes to the course that take place due to circumstances beyond the control of MTCS. For example facilities, candidates, equipment, work schedules.

MTCS reserve the right to change the course schedule for reasons beyond the control of MTCS.

4 Competence

- 4.1 Competence may be defined as an individual having the following key criteria relating to a specific activity/activities:
 - Knowledge
 - Skills
 - Experience.
- 4.2 In order to demonstrate competence a Candidate is required to undergo appropriate assessment in the workplace.
- 4.3 Assessment must be conducted by a suitably qualified Skills Assessor or Witness.
- 4.4 A suitably qualified Skills Assessor must be:
 - Occupationally competent in the work activity/activities that they are to assess
 - Have undergone training as a 'Skills Assessor' in accordance with QCF (or equivalent) standards or guidelines.
- 4.5 A witness must be:
 - Occupationally competent in the activities that they are to witness the candidates performance
 - Approved by their Employer and MTCS as a suitable Witness
 - Be familiar in the assessment process.
- 4.6 A Candidate will be assessed by appropriate Industry Standards or Guidelines issued by Trade Associations or similar (for example IMCA Guidelines).