

# INTRODUCTION – TRAINING RECORD BOOK – MARINE ENGINEER

This book is the new Training Record Book for Marine Engineer cadets. This one pager gives a brief introduction to the purpose, responsibility and structure of the book.

The purpose of the Training Record Book is to:

- Manage the onboard training during the cadet's seagoing service period, so the cadet, the ship's management and the Designated Training Officer are properly informed about meeting the objectives of the onboard training, and
- Serve as documentation that the intended learning outcome has been obtained.

## Responsibility

The Designated Training Officer and the ship management are encouraged to evaluate the cadet's onboard training progress on a continuous basis. It is recommended that the Designated Training Officer holds weekly status meetings with the cadet to discuss progress and newly obtained signatures.

The cadet must fill out forms and complete the task of the book and ask the Designated Training Officer to sign for any completed assignments, tasks, signatures of approval and reviews of the book.






## Structure

The structure of this training record book is built up around Forms and Intended Learning Outcomes with Assignments.

## Ship particulars

The purpose of the ship's particular forms is for the cadets to get acquainted with the vessel they have recently embarked. To complete the ship's particulars, it is expected that the cadets will explore the different departments around the vessel guided by the familiarizing officer. The specific subjects of the ship's particulars can serve as conversation topics with the crew on board for the cadets to gain an understanding of the ship.

## Intended Learning Outcomes and Assignments:

	FAMILIARIZATION 	ELECTRICAL POWER SUPPLY 	THERMAL MACHINERY SYSTEMS 	AUTOMATION AND CONTROL SYSTEMS 	MAINTENANCE, SAFETY AND ENVIRONMENT 
Preliminary seagoing service	<b>Assignment 1:</b> Everyday life on board  <b>Signatures of approval</b> Assignment 1..... <input type="checkbox"/> Learning outcome 1.1 <input type="checkbox"/> Learning outcome 1.2 <input type="checkbox"/> Learning outcome 1.X <input type="checkbox"/>	<b>Assignment 3:</b> Safety regarding electrical work  <b>Signatures of approval</b> Assignment 3..... <input type="checkbox"/> Learning outcome 3.1 <input type="checkbox"/> Learning outcome 3.2 <input type="checkbox"/> Learning outcome 3.X <input type="checkbox"/>	<b>Assignment 5:</b> Sketch a system  <b>Signatures of approval</b> Assignment 5..... <input type="checkbox"/> Learning outcome 5.1 <input type="checkbox"/> Learning outcome 5.2 <input type="checkbox"/> Learning outcome 5.X <input type="checkbox"/>	No Assignments	<b>Assignment 8:</b> Maintenance and repair <b>Assignment 9:</b> Garbage handling and oil spill response <b>Signatures of approval</b> Assignment 8 + 9..... <input type="checkbox"/> Learning outcome 8.1 <input type="checkbox"/> Learning outcome 8.X <input type="checkbox"/> Learning outcome 9.1 <input type="checkbox"/> Learning outcome 9.X <input type="checkbox"/>
Final seagoing service	<b>Assignment 2:</b> Planning and conducting A boat and fire drill  <b>Signatures of approval</b> Assignment 2..... <input type="checkbox"/> Learning outcome 2.1 <input type="checkbox"/> Learning outcome 2.2 <input type="checkbox"/> Learning outcome 2.X <input type="checkbox"/>	<b>Assignment 4:</b> Ship's main distribution system  <b>Signatures of approval</b> Assignment 4..... <input type="checkbox"/> Learning outcome 4.1 <input type="checkbox"/> Learning outcome 4.2 <input type="checkbox"/> Learning outcome 4.X <input type="checkbox"/>	<b>Assignment 6:</b> Preparations, operations and stopping of the propulsion system  <b>Signatures of approval</b> Assignment 6..... <input type="checkbox"/> Learning outcome 6.1 <input type="checkbox"/> Learning outcome 6.2 <input type="checkbox"/> Learning outcome 6.X <input type="checkbox"/>	<b>Assignment 7:</b> Description of automated control systems  <b>Signatures of approval</b> Assignment 7..... <input type="checkbox"/> Learning outcome 7.1 <input type="checkbox"/> Learning outcome 7.2 <input type="checkbox"/> Learning outcome 7.X <input type="checkbox"/>	<b>Assignment 10:</b> Restore ship from blackout  <b>Signatures of approval</b> Assignment 10..... <input type="checkbox"/> Learning outcome 10.1 <input type="checkbox"/> Learning outcome 10.2 <input type="checkbox"/> Learning outcome 10.X <input type="checkbox"/>

The Intended Learning Outcome of the Training Record Book is divided into five main areas:

- Familiarization, Thermal Machinery and Systems
- Electrical Power Supply,
- Thermal Machinery Systems
- Automation and Control Systems,
- Maintenance, Safety and Environment

Each area is defined by a list of Intended Learning Outcomes, which are divided into a preliminary and a final seagoing service period. The Intended Learning Outcomes are to be seen as a guideline for the daily learning activities and as a help for the planning of the cadet's daily work. Each area has a number of Assignments which the cadet must go finish during the sea going service.

When the cadet has completed a task/subject satisfactorily and thus complies with the Intended Learning Outcome, the Designated Training Officer must sign for the task/Intended Learning Outcome by filling in the signature field of the relevant form with date/signature.