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27th Syllabus Committee Meeting Minutes

December 06, 2018

09:00

Grindrod Shipping Training Academy (Durban)

Chairperson	Azwimbavhi Nelwamondo	
Secretary	Zikhokhile Lorraine Sibiya	
Type of meeting	Syllabus Committee	
Meeting planned by	Vuyiseka Princess Mamani	
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1. Welcome

1.1. Chairperson welcomed all members present and informed everyone about changes to the agenda, and items received from members which were added under general.

1.2. He then updated the committee regarding changes to the membership of the Syllabus Committee (SC) as follows:

1.2.1. Farewell to the following members:

- Mr Werner Krisch, who was the Senior Examiner Engine at SAMSA, he resigned, and he has gone back to sea.
- Capt. Pierre Schutz who is no longer the Senior Examiner Deck but is still within SAMSA, focusing on Cape Town's operations as he is based in that office.
- Miss Yvette de Klerk who left SAIMI and was a member to the syllabus committee was on that basis.
- Mr Edward Pines who represented SAIMENA has also concluded his membership.

1.2.2. Welcoming of the following new members:

- Capt. Lee de La Rue was welcomed to the committee as the new Senior Examiner Deck in the Chief Examiner's Office (SAMSA), and as an effective new member of the Syllabus Committee.
- Chairperson shared that there hasn't been a Senior Examiner Engine appointed yet, hence the slow response to engineering matters/queries.
- Miss Theresa Williams from CPUT was introduced as a new member to the committee, taking over from her predecessor Prof. Ed Snyders.
- Mr David Fiddler who represents SAIMENA and Andy MacLennan from SAIMI were acknowledged and welcomed.

2. Attendance Register

Members introduced themselves, the attendance register was circulated for signatures, and apologies were announced. The following committee members communicated that they will not be available to attend:

- David Wolfaardt
- Howard Theunissen – attended but had to be leaving just after 13:30 due to flights
- Leon Govender
- Michael Manqele
- Nicholas Hall

- Paulette Maswanganyi
- Peace Mooketsi – Unable to attend due to ill health
- Theresa Williams – Leonie Louw represented CPUT

3. Minutes of the previous meeting.

Chairperson gave feedback on action items of the previous meetings (25th and 26th Syllabus Committee Meetings) before opening the floor for matters arising.

25 th Syllabus Committee Meeting			
Agenda item no.	Description	Responsibility	Feedback
4.1.2	Amend the spreadsheet being so that it provides for various data inputs, not just a pass or fail. Should the candidate cancel during last minute or not show up, there must be a way to record this data and transfer it to the report appropriately.	SAMSA	Provided in the report shared for the current meeting. Initially it was thought that it was only required for the purpose of the task group, hence it wasn't provided at the previous meeting.
4.1.4	a) Reasons for failures to be formulated into a comprehensive report separate from the Chief Examiner's Report so that it is made clear what the weaknesses were in those particular sections stated as weaknesses or reasons for failure. Both sections, theory and practical, have to be looked at in terms of the weaknesses.	SAMSA	Not Done
	b) Prepare a graphical report of figures with regards to the results over the years to actually see if there is any improvement or the failure rate is actually rising.		Part of Chief Examiner's report for the day
4.2.3	Prepare a one-page report of statistics in terms of applications for certification from May 2016.	Registrar of Seafarers	Not done
7.1	a) How to deal with charges for secondary venues/branches – Azwi to submit to Leon Mouton how this is dealt with.	Chief Examiner	Not done
	b) Chief Examiner will acquire clarifications about a paper created and moderated but not used because it wasn't needed, whether the institutions get charged again or if they can use it future. He must send back factual information to DUT		Not done

25th Syllabus Committee Meeting			
Agenda item no.	Description	Responsibility	Feedback
7.4.1	IMO HTW agenda must be sent to the syllabus committee before the next meeting	Exams Team	Done
7.4.2	Find a way to meet with the fishing industry to discuss the planned changes according to the STCW-F.	SAMSA	Meeting took place in June 2018 with the fishing industry and document was discussed. Outcomes submitted to the IMO and floor still open for more suggestions where those will be submitted on the next HTW Meeting in 2019.
7.5	Feedback required on the next Syllabus committee meeting	SAMSA	Contents of the MLC are outside the SC, however, the Merchant Shipping Act is currently under review and any suggested changes may be contributed via DoT/SAMSA Legal team.
7.7	Obtain further clarity on the involvement of SAMSA in dealing with students who are caught cheating in varsity.	SAMSA	MSA stipulates the consequences that must arise for candidates that do fraudulent acts to the system.
	The task team must meet at least once in between the syllabus committee meetings regarding the causes for failure rates reported – done and update will be done during the current meeting.	Task Team	The task team met and the feedback was reported at the 26 th SC meeting.

26th Syllabus Committee Meeting			
Agenda item no.	Description	Responsibility	Feedback
3.1	Circulate the draft fishing training record book where industry will be given two weeks to submit their comments. Publish the final copy by mid-June.	SAMSA	Published
4.1.1	Amend the report by adding reasons for failures and circulate updated report.	SAMSA	Current report includes reasons for failures

6.2.1	It was suggested that the training record book be amended to assist the institutions to be able to manage the onboard training.	Chief Examiner	Achievable but the time the process would take to achieve this is unknown. This doesn't include fishing.
8.2.3	Suggest dates to the NFF, regarding the STCW-F amendments meeting.	Chief Examiner	Meeting took place in June with the fishing industry and document discussed. Outcomes submitted to the IMO and floor still open for more suggestions where those will be submitted on the next HTW Meeting in 2019.
8.2.4	Send out relevant documents pertaining to the meeting with the NNF.	Chief Examiner	Documents sent
9.1.2	Include DHET in the Syllabus committee membership list	Secretary	Invitation will be extended once they understand what SAMSA does, otherwise it will be pointless to have them be part of the SC
9.2.1	Revise Marine notice 20 of 2016 to provide for recognition of STCW Ancillary Course Certificates issued by administrations with whom SAMSA has I/10 Agreements under the exemption clause.	SAMSA	MN not updated. Changes will be reflected in 2019
9.3.4	Relay the issue raised of enormous price hike on CoC's to the relevant colleagues who deal with this.	SAMSA	Stakeholder engagement team informed that NFF and SC need to be involved in future amendments
9.4.3	Update the SA training record book and have it be the standard book used instead of ISF.	SAMSA	Not achievable at the moment

3.1. Matters arising

- 3.1.1. Striking of South African seafarers on board vessels was raised as a concern, and there was a question as to what is being done to prevent that. The response was that the issue cannot be dealt with from this forum and a submission to the relevant parties must be made. It was suggested that DoT be engaged since this is a clause found in the Merchant Shipping Act. It was added that this disadvantages the rate of employment for SA.
- 3.1.2. It was recommended that a submission be sent to those responsible for drafting the MSA, and clearly indicate that the clause is going against what Operation Phakisa is trying to achieve. It was agreed that the SC must put together a statement then Howard will forward to the relevant persons.

- 3.1.3. The matter of SAMSA playing a role in handling candidates found cheating at training institutions was raised as something to be considered further. There were questions of “Double Jeopardy” and how it is not confirmed if it’s wrong. The response was that it cannot be wrong, and an example was made using an employer. Employers have employees who are still completing their studies, whom should they be caught cheating, even though the training institution would have enforced the necessary punishment, the employer would still have the right to fire them and that could damage one’s career. This would be a lesson to other seafarers. Varsities do enforce their own punishments but cheating still continues. It is hoped that if SAMSA gets involved, it might help reduce the scale of cheating. SAMSA agreed to consult with their legal team to check if its legal to perform double jeopardy.
- 3.1.4. It was suggested that “action items feedback” be circulated when invitations to the meeting are sent. This is to save time so that only matters arising from that feedback be discussed on the day of the meeting. The concern raised was that there is much to discuss on the day of the meeting and this section of the agenda takes time it shouldn’t.
- 3.1.5. It was highlighted that 4.1.4a of the 25th Syllabus committee meeting action items was found to be incomplete therefore not making sense. The final sentence was supposed to read “Both sections, theory and practical, have to be looked at in terms of the weaknesses.” It was agreed that when minutes are distributed, the statement be completed to read accordingly.
- 3.1.6. There was a request for clarification regarding the action item point under the 25th Syllabus Committee minutes which stipulates that the task team must meet. It was clarified that feedback on that action item was discussed at the 26th Syllabus Committee Meeting.

3.2. Approval

The previous minutes were proposed by Pieter Coetzee and seconded by Simon Pearson (with amendments).

4. SAMSA Report

- 4.1. The Chief Examiner’s report was presented, and these were the points that came up during discussions after the presentation:
 - 4.1.1. A concern was raised regarding reasons for failure It was said that the reasons look at class 3 candidates whereas there are many class one candidates who failed worse. The response was that the reasons also apply to management since they must be able to train the lower rank officers.
 - 4.1.2. There was question about what SAMSA is doing to combat this alarming failure rate. The response was that there really isn’t much that SAMSA could do since all training, theory and oral preparation is done by the training institutions which in many ways could be the reasons for failure. A few factors mentioned were the syllabus taught, the low requirements to enrol in a training institution, the number of candidates per class and even the oral exam preparation methods used.

- 4.1.3. The academic changes were noted as the possible cause for failures, however, it was also shared that the interval between the time the candidate completes their training and the time they do their orals is major. It was raised that oral exam preparations are vital for a candidate to pass.
- 4.1.4. It was suggested that SAMSA stops conducting the oral exams and sources this assessment out. SAMSA would still be responsible for the processes and procedures and the syllabus examined. The reason for this suggestion was the concern on how can SAMSA audit themselves when they are the examiner, moderator and overseer of the whole process. It was suggested that it would be easier to audit an institution conducting oral exams but very difficult to audit oneself, otherwise SAMSA will not realise when somethings are being done wrong or needing change or improvement. It was suggested that the whole assessment process be reviewed.
- 4.1.5. The response was that orals cannot be transferred out of the authority. What was suggested be researched was the skills that candidates are required to gain from training institutions, if they are sufficient and relevant.
- 4.1.6. It was highlighted that there is a lack of support in some cases, like when there were no engineering representatives in the SC, and the fact that systems need to be improved from time to time which would help improve results. It was advised that training processes be reviewed because assessments come from training completed, and that we redirect efforts into the training rather than the assessments.
- 4.1.7. It was requested the report should consolidate all the quarters that have passed before the meeting into the same graphs in the report.
- 4.1.8. It was requested that SAMSA takes a look at the assessment process because the failure rates are alarming
- 4.1.9. It was enquired if a report can be put together with the details of where the candidates went to study before they attended the oral exam so that there is a platform to help be one of the ways to combat the failure rate. The response was that it had been mentioned in one of the previous meetings and the agreement was that it shouldn't be done because that information is confidential and can't be shared publicly otherwise it would be an act of naming and shaming. What can be done is that a particular training institution can request information about the results of candidates who attended at their training institution. Should a member wish for the matter to be revisited by the committee, they can submit a proposal for consideration.
- 4.1.10. There was a concern about the same issue being discussed repeatedly with no solution. It was suggested that, just like the EMSA Audit, an independent body should be used to perform an audit on how the seafarer training and assessment is going in SA, highlighting what needs to be fixed and also ways to improve. This body must be knowledgeable about the maritime industry.
- 4.1.11. The concern in the previous point was noted and was said to be discussed when the meeting reaches agenda item 6 where recommendations from the task team report will also be revisited.

- 4.1.12. A concern was raised about the representation of the fishing industry in the Syllabus Committee and how issues relating to fishing are being turned a blind eye. At times items would be requested to be added to the agenda in terms of training but never covered. The response was that the requirements for fishing certificates are skills and training that play a part in how they perform a seafarer's job, so they cannot be downsized. However, it was agreed that once the EMSA Audit findings are closed, an audit will be done to the processes and procedures that SAMSA uses, any improvements required will surface from that audit.
- 4.1.13. It was shared that one of the members had written to the senior examiner deck about there not being a Formal GOP for fishermen assessment including syllabi. The response was that it should be done during 2019. The reason for the raising of this matter was because it is strongly felt that a formal document will assist the fishermen in preparation for the orals.
- 4.1.14. It was asked if the fishing industry will be involved in the drafting of the GOP and the response was that nothing pertaining to the SAMSA Code should be made official without the SC being involved and approving it, so the fishing industry will be involved in one way or the other.
- 4.1.15. The requirement of ENS for fishermen was raised again and the response was that as the decision was made before, it should be put to bed instead of having to be discussed repeatedly after a decision was taken already.
- 4.2. The Registrar of Seafarer's Report was presented, and these were the points that came up during the discussion after the presentation:
 - 4.2.1. Issues regarding Radio certificates was raised as a concern because they're taking longer than 6 months to be issued. The complaint was that raining institutions have to deal with clients regarding this matter and it is affecting reputations and people's jobs. It was requested that at least communication be made about delays.
 - 4.2.2. The response was that during the creation of the system, the time allocated to issue a GMDSS certificate might have not been scaled proper looking at all other factors involved in the process. However, the committee was reassured that by the next syllabus committee meeting, a solution to improve this would've been put together.
 - 4.2.3. It was asked if SAMSA could still issue the old GMDSS certificates and the answer was yes, however it requires that the registrar be contacted for urgent matters which is not being encouraged because it would cause a falter in the processes and procedures.

5. The SAMSA Code review

- 5.1. There was a concern regarding documents being reviewed too frequently, and it having a negative effect on those involved. It was agreed that the 3 SAMSA Code will be reviewed during the project.
- 5.2. This agenda item was cancelled since the SAMSA Code reviews to be discussed are part of the project and will be discussed anyway during reviews and updates.

6. EMSA Audit feedback

- 6.1. The report was given props on how it was thorough and clear, however, looking at the findings, there is a lot that needs to be fixed. The concern was the impact these findings can have on SA if not addressed and how the SC itself has certain responsibilities on some of the issues found on the report and how it should be playing its part.
- 6.2. It was suggested that all institutions should be involved because they can be involved in future, rather than focusing on the institutions that were part of the audit. The response was that they are open to come onboard in helping. The idea of SSTG and CPUT being involved is because they were part of the EMSA Audit and they are required to provide a corrective action plan for closing the findings.
- 6.3. It was suggested that regulations need amending and the SAMSA Code needs an overhaul. An update was shared on how SAMSA has put together a project and project team. The project will be overseen by leadership. With the regulations amendments and the SAMSA Code, once done, the SC will have to meet to agree on the work done. As soon as the plan is approved, it will be shared with the SC. SAMSA will be inviting more participants than just the SC in those meetings. The SC will be informed 4 weeks prior every time an update that needs the SC input is available, so they can meet.
- 6.4. There was a concern raised about the SAMSA Code being frequently revised and how these changes have costly implications on the training institutions.
- 6.5. There was a request to prepare in writing, using block diagrams, the stages and timelines clarifying the process so that it would be easier to understand where SAMSA requires input.

7. Presentations

- 7.1. Blended Learning (SAIMI, SAMTRA & CPUT Presentations/documents)
 - 7.1.1. Blended learning was discussed and questioned whether it will be a beneficial exercise to work on and incorporate in SA maritime training.
 - 7.1.2. It was raised that curriculum has changed and candidates have to complete the whole qualification before leaving for sea, unlike before where it would've benefited them whilst they are still at sea concluding their sea time.
 - 7.1.3. It was suggested that blended learning would mostly benefit how the short courses are done, but there is question in the full-time qualifications and how candidates would respond to it.
 - 7.1.4. It was raised that other factors for introducing blended learning must be considered. Factors like independent training institutions who are already using blended learning of which they are carrying it out successfully, and how it would work better for foreign students (Angola for example) who come to SA to study to qualify for SA CoC's. It was also said that blended learning would also give students the freedom to study whilst at sea and not be forced to be behind the desk for 3 years.

- 7.1.5. A question about financial implications to the training institutions if students moved exclusively to blended learning was raised. The response was that already, one of the new requirements from CHE is that at least 25% of a course has to be done using blended learning because of situations like strikes (Fees must fall as an example) which force students to stay at home sometimes. If there is blended learning, studying could continue. So, the financial implications would be worth it. It was added that this is also an industry initiative and industry is ready to fund it.
- 7.1.6. It was highlighted that there are benefits to blended learning, because it is digital, a lot of data will be easily retrievable/accessible to the relevant stakeholders like SAMSA or auditors when required rather than keeping a paper-based system.
- 7.1.7. It was requested that should blended learning be used, fishing and port operations should be part of it.
- 7.1.8. It was suggested that it be pitched to the Technical Committee because it is a big decision and will require the Technical Committee's support. Chairperson will submit the documents to the first 2019 TC meeting.
- 7.1.9. It was suggested that blended learning be added to the regulations because it can't be done in isolation, it must work hand in hand with the regulations.
- 7.2. SSTG did a presentation on the Fishing Industry changes and the Electronic On Board Training Record Book, and these were the points that came up during the discussion.
 - 7.2.1. A question was raised pertaining to the training record books being required, in the future, to become digital, seeing that blended learning is the future.
 - 7.2.2. A question was raised regarding the electronic training record book presented and it replacing the manual one. The response was that it doesn't, and the presentation was just merely showing the possibilities of switching from manual to electronic, however, it still requires consideration from the relevant parties.
 - 7.2.3. It was highlighted that change is not always easy, but it must be considered that all things are becoming digital today. An example was made about electronic charts and how the industry was sceptical about them whereas today they have made life easier for seafarers. It was added that the electronic format can be backed up whereas if a hard copy goes missing, there is no retrieving it. It was advised that whatever decision made should not be detrimental to the youngsters who are entering the maritime industry who's lives as students can be made easier.
 - 7.2.4. With all the above said, it was raised that there must be proper processes and procedures to follow when running with blended learning or electronic training record books, which is why relevant parties have to be consulted first. This will eliminate any potential findings from future audits.

8. IMO HTW

- 8.1. Chairperson gave a feedback report from attending the IMO HTW meeting. He added that the work of the STCW-F is still ongoing. There were no discussions after the feedback session.

9. General

9.1. Scrapping of STCW Refresher Courses (SAMTRA)

- 9.1.1. It was stated that, for exemptions to be considered, SAMSA will have to consult with their legal team because refresher courses are in the regulations.
- 9.1.2. It was requested that SAMTRA expand their spreadsheet with regards to this.
- 9.1.3. There was a suggestion that all these courses be consolidated in a way to be covered in a period of 1 or 2 weeks rather than a seafarer having to do every course individually.

9.2. Medical First Aid Incl. Elementary First Aid (SSTG)

- 9.2.1. A question was raised about the increased number of days for Medical First Aid Incl. Elementary First Aid whereas Elementary First Aid is embedded in Medical First Aid.
- 9.2.2. Training institutions who are affected by similar impacts were requested to, for the next meeting, submit reports analysing how time is covered during the course, then based on that report, amendments can be made. The report must include time allocation to the content covered. Proper revision of the requirement will be done during the next meeting.

9.3. STC shortly elaborated on the request of allowing SAMSA accredited Training Institutions to do visits on the SA Agulhas whilst alongside

- 9.3.1. The idea was said to be a good idea and SAMSA will speak to Ian Calvert who is involved in the activities of the SA Agulhas about this and give feedback.

9.4. Matters arising under general

- 9.4.1. A concern was raised about the representation of the fishing industry in the Syllabus Committee and how issues relating to fishing are being turned a blind eye. At times items would be requested to be added to the agenda in terms of training but never covered. The response was that the resolution that was taken by the committee must be followed. Agenda items wished to be added must be submitted accordingly. What was received in August 2018 was documented like it was just a response to the minutes of the previous meeting.
- 9.4.2. SSTG raised that the agenda item "Fishing industry changes" did not make it into the agenda and was given an opportunity to elaborate this item.

- It was shared that the changes have posed challenges to the fishing industry. It is difficult for candidates to comprehend the different subjects at the level that they are and at the level they're being presented at.
- It was requested that the setup of the SAMSA Code be broken down according to what is required by a seafarer to perform a particular job or what they need to be competent in.
- The response was that it will be covered during the revision of the SAMSA Code.

10. Date and venue of next meeting

10.1. Date: TBA (relies on the happenings of the EMSA project)

10.2. Venue: Cape Town/Pretoria

11. Closing

Meeting adjourned at 15:30

These are the action items that arose from the meeting:

Agenda item no.	Description	Responsibility
3.1.2	SC to put together a statement regarding the clause on the MSA regarding South Africans being allowed to strike onboard, then Howard will forward to the relevant persons involved in Operation Phakisa.	SAMSA Howard Theunissen
3.1.3	SAMSA to consult with their legal team to check if its legal to perform double jeopardy	SAMSA
3.1.4	"Action items feedback" be circulated when invitations to the meeting are sent.	SAMSA
3.1.5	The statement on 4.1.4a of the 25th Syllabus committee meeting action items be completed to read accordingly before minutes are distributed.	SAMSA
4.1.7.	Consolidate all the quarters that have passed before the meeting into the same graphs in the report.	SAMSA
4.1.13	Draft a formal GOP for fishermen assessment	SAMSA
4.2.1	Communication to be made whenever there are delays on certificates	SAMSA
4.2.2	By the next syllabus committee meeting, a solution to improve the delays of issuing GMDSS certificates must've been put together	SAMSA
6.5	Prepare in writing, using block diagrams, the stages and timelines clarifying the process of the project so that it would be easier to understand where SAMSA requires input.	SAMSA
7.1.8	Chairperson to submit the blended learning documents to the first 2019 TC meeting.	SAMSA
9.1.2	It was requested that SAMTRA expand their activities spreadsheet to elaborate their point on scrapping of STCW Refresher courses.	SAMTRA
9.2.2	In preparation for the next meeting, training institutions affected by this change must submit reports analysing how time is covered during the course, then on the basis of that report, amendments can be made. The report must include time allocation to the content covered. Proper revision of the requirement will be done during the next meeting.	Training institutions
9.3.1	Speak to Ian Calvert about allowing SAMSA accredited Training Institutions to do visits on the SA Agulhas whilst alongside	Chairperson