

INSTRUCTOR PROFICIENCY COURSE BROCHURE

Delivering Knowledge Professionally



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Presented by:

Certificate Type

Instructor Proficiency

Certificate of Proficiency
(CoP)

Course Modules

Classroom teaching
On-board teaching
Engineering workshop

Course Length

Depending on the candidates teaching experience, approx. 45 hours (6-7 days) consisting of home study, classroom and on-board classes

Competency Levels

Instructor Proficiency

Competency: To be able to teach the elementary and intermediate level courses to a set format, covering an established syllabus, according to a time table or by the student reaching a required level of competency. To be able to organise and submit course management documentation. To run practical on-board courses safely, exercising a high level of duty of care over the vessel and the persons on-board. To have sufficient depth of knowledge to answer confidently most of the student's questions without the need to prove themselves.

Teaching Levels: iy mcs courses in categories I & II or other courses of a similar level.

About the iy mcs instructor courses

The iy mcs Instructor courses stem from 25 years of first-hand teaching practice of elementary, intermediate and advanced maritime courses to several thousand students as well as from the teaching of numerous instructor courses.

The courses focus upon teaching mixed-classes of differing nationalities, ages, backgrounds, marine experience and academic abilities. They provide an invaluable insight into teaching techniques relevant to the certification level.

There are teaching assignments to undertake that help you to develop your teaching skill, your presentation and enhance your teaching style. The courses include discussion forums, teaching tools, depth of knowledge workshops and briefings.

Overview of the iy mcs Instructor Proficiency course

The course is for new or existing instructors with no previous, or limited, teaching experience who wish to improve their general knowledge and depth of knowledge and gain an understanding of the relevant teaching techniques.

The short teaching assignments are focusing upon the teaching of subjects to students attending iy mcs courses in categories I & II or other courses of a similar level. The course has two parts to it, in-class & on-board a vessel or in a workshop for teaching engineering or electronics courses.

The individual teaching assessments of these assignments are made in an informal manner. There is no pass or fail aspect to the course, the objective is to establish your current level of teaching abilities and your personal development.

The Teaching Assignment Assessments

What is the purpose of the assessments?

- a. To establish your existing depth of knowledge (DOK) levels & teaching ability with purpose to improve both.
- b. To determine your teaching style and help you to develop it further.
- c. To assess how well you deliver the subject matter and offer guidance on how to improve it.
- d. To assess how you answer student's queries & manage group discussions
- e. To give guidance on how you can progress in your teaching level and suggest courses to teach in the future.
- f. To enhance your demonstration skills.
- g. To gain a better understanding of safety awareness when teaching on-board a vessel.



About the Certification

It is an iy MCS Certificate of Proficiency (CoP).

The Certification states the course syllabus covered, the teaching assignments, the assessments made and to which level and types of courses you can competently teach.

The International Yacht Marine Certification Society BV is officially registered at the CRKBO (Centraal Register Kort Beroepsonderwijs) as a Dutch Educational Society. The CRKBO is the Central Register for educational institutions that operate within the quality code and regulations set forth by the Dutch government within the European Union guidelines for quality vocational education.



Instructor Competence & Responsibilities

The course places an emphasis upon teaching competently: that is say, to be able to communicate knowledge and demonstrate skills (known as *the delivery*). There are significant responsibilities teaching practical skills that require due diligence and a duty of care over the students during the course and, post-course.

Instructor Proficiency

Instructor Proficiency Course Syllabus

In-Class Theory & Assignments

- 1. Pre-Course Study**
Preparation of first teaching presentation assignment
- 2. Overview**
Course Overview & Objectives
- 3. iymcs Society & Organisation**
Society Introduction. Member Role
Course Program. Certifications & their Format
Quality Management System (QMS)
BSI ISO 9001:2015 & CRKBO Certifications
Acceptance. Accreditation & Recognition
Information Notices. Safety Notices.
Classrooms, Workshops & Vessels
- 4. iymcs Marketing**
Website. Social Media. Course Brochures.
Promotional Materials.
The Competition Market Position & Practices.
- 5. iymcs Member School or College Administration**
Members General Fees List
Course Budgets & Expenses
Course Schedules. Pre-Course Procedures
Course Management Procedures
Health & Safety Practices
Post-Course Administration
General Administration Procedures
Student or Candidate Certification Files
Member's Feedback Form
- 6. iymcs Extranet Portal**
Purpose & Objectives. Layout & Structure.
Access Activation & Levels. Documentation System
Document Updates Sub-System
Course Teaching Materials & Notes
- 7. iymcs Member Operations Handbook**
Purpose & Objectives. Handbook Structure
Red & Black Tabs - Course Operations & Guidance
- 8. Instructors**
Instructor Personal Presentation & Development
Instructor Professionalism & Responsibilities
- 9. Course Books & Teaching Materials**
Course Book Format & Layout
Course Book Key Elements
Course Teaching Notes & Teaching Materials
- 10. Teaching Tools**
Whiteboard usage. Digital Materials
Digital Presentations. Misc. Marine Equipment.
Software Applications. Simulators.
- 11. Student/Candidate Assessments & Examinations**
The Purpose, Objectives, Marking/Grading &
Outcomes of Assessments & Examinations
Follow-up Procedures For Below Par Outcomes

In-Class Theory & Assignments

- 12. Training Vessels**
Vessel Types & their Suitability. Operational Areas.
General Safety Aspects & Procedure Checks.
Safety Equipment. Provisioning & Menu Planning
Student Comfort On-Board, Enjoyment & Hospitality
- 13. Briefings**
Maritime Business & Law Essentials
Vessel Safety Plans. On-Board Student Management
Accident & Incident Reporting
- 14. Discussion Forums**
Student Sociology & Mentalities
The Principles of Learning.
Subject Teaching Stages. Subject Presentation
Usage of Mobile Apps & AI
- 15. Depth of Knowledge In-Class Workshops**
Galley & Provisioning.
Meteorology Part I. Meteorology Part II.
Pilotage Planning. Passage Planning
IRPCS Col.Reg. Part I. IRPCS Col.Reg. Part II
Radio GMDSS Basics. Tides & Currents Essentials
Navigation & Chartwork. ECS (Chart Plotters)

On-Board Practical Assignments

- 16. Practical Teaching Techniques Workshops**
Engine & Systems. ECS (Chart Plotters)
Marine VHF Radio DSC. Safety Briefings.
Emergency Procedures. Night Sailing Procedures.
Docking Manoeuvres. Sail Handling. Sail Manoeuvres
Navigation Exercises. Chartwork. Pilotage Exercises
Man-Over-Board Techniques. Asymmetrical Spinnaker

Teaching Assignments

- 17. Practical Teaching Techniques In-Class Workshops**
Teaching assignment 1: Initial candidate assignment
assessment teaching level
Teaching assignment 2: Duo-candidate assignment
Teaching assignment 3: Pop-up class assignment
- 18. Practical Teaching Techniques On-Board Workshops**
Teaching assignment 4: On-board practical assessment
of instructing skills, student management and DOK
levels, safety practices
- 19. Practical Teaching Techniques Engine Workshops**
Teaching assignment 5: Student task management,
safety practices, DOK levels of instructing skills,
student management and DOK levels, safety practices

Further Details

Ref 6.4.3 overview

<https://www.iymcs.com>

Instructor Proficiency

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WHY CHOOSE AN iy mcs INSTRUCTOR COURSE

European Vocational Training Standard (CRKBO Netherlands)

IMO Standard Certificate of Proficiency (CoP)

CoP features passport level ID

CoP details the proficiency level achieved

iy mcs custom-design leather certificate holders

Courses & Certifications certified to ISO 9001:2015 standards

Progressive avant-garde course program & syllabus

Teaching workshops, forums & briefings

Gain insight into the fundamentals & science of teaching

Teaching assignments + enhancing skill assessments

