



QUÉBEC MARITIME INDUSTRY TRAINING NEEDS SURVEY

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Human Resources
Sectorial Committee
of the Maritime Industry
www.csmoim.qc.ca

COMPULSORY SECTION

QUÉBEC MARITIME INDUSTRY TRAINING NEEDS SURVEY

NOTE: The Human Resources Sectorial Committee of the Maritime Industry (CSMOIM) certifies that the information gathered in this survey will be kept confidential.

Please complete this form and return it by fax to 418-694-9401 or by mail to:
Human Resources Sectorial Committee of the Maritime Industry (CSMOIM)
271, rue de l'Estuaire, Québec (Québec) G1K 8S8

COMPANY NAME:

ADDRESS:

CONTACT PERSON:

PHONE:

FAX:

E-MAIL:

ACTIVITY CATEGORY (More than one category of activity can be indicated, if applicable. Please highlight the main category)

<input type="checkbox"/> Port authority	<input type="checkbox"/> Equipment supplier	<input type="checkbox"/> Representation of marine interests: Association
<input type="checkbox"/> Marine agency	<input type="checkbox"/> Service supplier	<input type="checkbox"/> Representation of marine interests: Marine personnel/Union
<input type="checkbox"/> Stevedoring	<input type="checkbox"/> Marine management	<input type="checkbox"/> Rescue - Navigation service
<input type="checkbox"/> Insurance and maritime law	<input type="checkbox"/> Handling and storage	<input type="checkbox"/> Port services or facilities
<input type="checkbox"/> Naval architecture	<input type="checkbox"/> Pilotage	<input type="checkbox"/> Passenger transport
<input type="checkbox"/> Cruises and tours	<input type="checkbox"/> Underwater diving	<input type="checkbox"/> Goods transport
<input type="checkbox"/> Dredging	<input type="checkbox"/> Research and training	<input type="checkbox"/> Other, specify
<input type="checkbox"/> Ship maintenance and repair	<input type="checkbox"/> Towing	

Does your company have subsidiaries?

If so, please indicate their name: _____

If so, please indicate whether you have included the data for each subsidiary on this form or whether a subsidiary director will complete a separate form :

SEA-GOING PERSONNEL

This section includes training usually offered to sea-going personnel.

Regulated training relates to the application or enforcement of a law or regulation that requires a worker to provide a training certificate issued by a recognized training establishment.

REGULATED TRAINING (eligible for financial assistance from Emploi-Québec)

	COURSE NAME	COST PER PERSON ¹	ESTIMATED NO. OF PARTICIPANTS	DO YOU REQUIRE FINANCIAL ASSISTANCE? (Y/N)	PREFERRED TRAINING PERIOD ²
MED	Marine emergency duties training for tour boat crew members	\$ 205 8 hours			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	Basic Safety MED A-1	\$ 485 19,5 hours			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	Small Passenger-carrying Vessel Safety MED A-2	\$ 705 26 hours			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	Small Non-pleasure Vessel Basic Safety MED A-3	\$ 400 12 hours			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	STCW Basic Safety	\$ 1 275 60 hours			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats	\$ 550 28 hours			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	STCW Advanced Firefighting	\$ 740 35 hours			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	Marine Emergency Duties for Senior Officers	\$ 355 15 hours			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>

¹ The costs shown are those published by the Institut maritime du Québec. They are given for information purposes only and do not include taxes. Training locations may vary. Usually, courses are offered in Rimouski, Lévis or Québec City. These notes apply to all of the tables below.

² Fall (Sept. 1 to Dec. 31)

Winter (Jan. 1 to Mar. 31)

Spring-Summer (Apr. 1 to Aug. 31)

REGULATED TRAINING (eligible for financial assistance from Emploi-Québec)

	COURSE NAME	COST PER PERSON	ESTIMATED NO. OF PARTICIPANTS	DO YOU REQUIRE FINANCIAL ASSISTANCE? (Y/N)	PREFERRED TRAINING PERIOD	✓
SIMULATORS	Propulsion Plant Simulator - Level I PPS I	\$ 2 120 80 hours excluding exam			Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Propulsion Plant Simulator - Level II PPS II	\$ 1 600 60 hours excluding exam			Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Simulated Electronic Navigation Including ARPA SEN I	\$ 5 050 210 hours			Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Simulated Electronic Navigation SEN II	\$ 2 390 90 hours			Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Simulated Electronic Navigation - Limited SEN L	\$ 960 36 hours			Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Electronic Chart Display and Information System ECDIS	\$ 1 170 30 hours			Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Automatic Radar Plotting Aids ARPA	\$ 810 30 hours			Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Bridge Resource Management Training BRM	\$ 2 515 36 hours			Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Restricted Operator's Certificate - Maritime Commercial ROC-MC	\$ 570 24 hours			Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Global Maritime Distress and Safety System GMDSS	\$ 1 410 60 hours			Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Global Maritime Distress and Safety System (limited) GMDSS-L	\$ 405 26 hours			Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

REGULATED TRAINING (eligible for financial assistance from Emploi-Québec)

	COURSE NAME	COST PER PERSON	ESTIMATED NO. OF PARTICIPANTS	DO YOU REQUIRE FINANCIAL ASSISTANCE? (Y/N)	PREFERRED TRAINING PERIOD <input checked="" type="checkbox"/>
OTHERS	Oil and Chemical Tanker Familiarization Including Inert Gas Systems and Crude Oil Washing Systems Training	\$ 1 070 60 hours			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	Specialized Oil Tanker Safety Including Inert Gas Systems And Crude Oil Washing Systems Training	\$ 1 005 55 hours			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	Specialized Chemical Tanker Safety	\$ 705 39 hours			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	Small Vessel Operator Proficiency	\$ 540 30 hours			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	Marine Medical Care	\$ 1 465 52 hours			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	Passenger Safety Management	\$ 385 14 hours			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	Specialized Passenger Safety Management (Ro-Ro Vessels)				Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	Small Vessel Machinery Operator SVMO	\$ 1 190 90 hours			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>

REGULATED TRAINING (eligible for financial assistance from Emploi-Québec)

	COURSE NAME	COST PER PERSON	ESTIMATED NO. OF PARTICIPANTS	DO YOU REQUIRE FINANCIAL ASSISTANCE? (Y/N)	PREFERRED TRAINING PERIOD <input checked="" type="checkbox"/>
OTHERS	Marine Basic First Aid*	\$ 150 16 hours			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	Marine Advanced First Aid*	\$ 570			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>

* Confirmation of eligibility pending

REGULATED TRAINING (not eligible for financial assistance from Emploi-Québec)

	COURSE NAME	COST PER PERSON.	ESTIMATED NO. OF PARTICIPANTS	PREFERRED TRAINING PERIOD <input checked="" type="checkbox"/>
OTHERS	Practical Skills for Marine Engineers for the sole purpose of obtaining a certificate with an STCW endorsement	150 hours		Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	Basic Safety for LNG	\$ 1 005 55 hours		Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	Dangerous Goods Carriage on Board Ro-Ro Ship - Update			Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>
	Ship Security Officer S.S.O	\$ 1 170 21 hours		Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring-Summer <input type="checkbox"/>

UNREGULATED TRAINING

	COURSE NAME	COST PER PERSON	ESTIMATED NO. OF PARTICIPANTS	PREFERRED TRAINING PERIOD	✓
OTHERS	On Board Electrical System Repair			Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Occupational Health and Safety Training			Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Programmable controllers			Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Passenger Safety, Crisis Management and Human Behaviour			Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Command System at the scene of an emergency			Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Confined Spaces - Practical Training	\$ 480 16 hours		Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Workplace Hazardous Materials Information System WHMIS	\$ 80 4 hours		Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

PLEASE ADD SUGGESTIONS FOR TRAINING NOT INCLUDED IN THE LIST

COURSE NAME	ESTIMATED NO. OF PARTICIPANTS	PREFERRED TRAINING PERIOD	✓
		Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

CERTIFICATES:

This section concerns training and tools to help obtain Transport Canada officer licences and certificates of competency.

SEA RATING

COURSE NAME	COST PER PERSON	ESTIMATED NO. OF PARTICIPANTS	PREFERRED TRAINING PERIOD
General Seamanship	\$ 2 980 200 hours		Fall Winter Spring-Summer
Helmsman	\$ 1 790 120 hours		Fall Winter Spring-Summer
Tug, Barge, Work Unit Deckhand	140 hours		Fall Winter Spring-Summer
Engine-Room Rating	\$ 3 170 200 hours		Fall Winter Spring-Summer
Other, please specify:			Fall Winter Spring-Summer

PROFESSIONAL DEVELOPMENT AND OFFICER TRAINING

To document the factors linked to the scarcity of senior officers and better meet the industry’s professional development needs, we would like to know the number of candidates working towards obtaining certification in 2013-2014 in your organization.

DECK OFFICER

<p>_____ seagoing personnel are in the process of obtaining deck officer certification.</p>	<p>Candidates for Officer or Master 60 t, inland waters: _____</p> <p>Candidates for Officer or Master 150 t, inland waters: _____</p> <p>Candidates for Officer or Master 500 t or 3000 t, inland waters: _____</p> <p>Candidates for Watchkeeping Mate: _____</p> <p>Candidates for Chief Mate: _____</p> <p>Candidates for Master, near coastal: _____</p> <p>Candidates for Master Mariner: _____</p>
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MARINE ENGINEER

<p>_____ seagoing personnel are in the process of obtaining marine engineer certification.</p>	<p>Candidates for Marine Engineer, 4th class: _____</p> <p>Candidates for Marine Engineer, 3rd class: _____</p> <p>Candidates for Marine Engineer, 2nd class: _____</p> <p>Candidates for Marine Engineer, 1st class: _____</p>
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DECK OFFICER

		Preferred method(s) of instruction				
	COURSE NAME	COST PER PERSON	INDIVIDUAL COACHING	IN CLASS INSTRUCTION	PURCHASE OF BOOKS (COURSE NOTES)	DISTANCE LEARNING
Watchkeeping Mate	Chartwork and pilotage	\$ 1 245 72 hours				
	Radar Plotting	\$ 310 18 hours				
	Ship Construction	\$ 310 18 hours				
	Ship Stability	\$ 310 18 hours				
	Cargo Meteo	\$ 310 18 hours				
	Celestial Navigation	\$ 3 005 174 hours				
	Communication	\$ 520 30 hours				
Chief Mate	Navigation Safety	\$ 930 54 hours				
	Meteorology	\$ 620 36 hours				
	Ship Stability	\$ 1 555 90 hours				
	Construction and Freight	\$ 930 54 hours				
	Celestial Navigation	\$ 2 950 174 hours				
	Marine Engineering	\$ 310 18 hours				
	Ship Management	\$ 620 36 hours				
	Cargo	\$ 620 36 hours				
	General Knowledge	\$ 310 18 hours				
Master	Individual coaching Specify					

MARINE ENGINEER

		Preferred method(s) of instruction				
	COURSE NAME	COST PER PERSON	INDIVIDUAL COACHING	IN-CLASS INSTRUCTION	PURCHASE OF BOOKS (COURSE NOTES)	DISTANCE LEARNING
4th class	General Information	\$ 2 490 144 hours				
	Engineering knowledge of motor vessels	\$ 1 245 72 hours				
	Engineering knowledge of steamships	\$ 620 36 hours				
	Mathematics	\$ 1 245 72 hours				
3rd class	Mathematics	\$ 1 555 90 hours				
	Applied Mechanics	\$ 1 870 108 hours				
	Thermodynamics	\$ 1 555 108 hours				
	Electrotechnology	\$ 1 555 90 hours				
2nd class	Mathematics	\$ 1 555 90 hours				
	Applied Mecanics	\$ 1 870 108 hours				
	Thermodynamics	\$ 1 870 108 hours				
	Electrotechnology	\$ 1 555 90 hours				
	Naval Architecture	\$ 1 245 72 hours				
	Drawing	\$ 520 30 hours				
1st class	Individual coaching Specify:					

LAND PERSONNEL



This section contains standard administrative or port personnel training.

SECURITY AND SAFETY

COURSE NAME	COST PER PERSON	ESTIMATED NO. OF PARTICIPANTS	PREFERRED TRAINING PERIOD	✓
Company Security Officer C.S.O.	\$ 1 170 21 hours		Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Port Facility Security Officer P.F.S.O.	\$ 1 170 21 hours		Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Self-contained breathing apparatuses (SCBA)	7 hours		Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Firefighting using SCBAs	7 hours		Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Liquefied gas and oil spill control	14 hours		Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Hand-held fire-extinguishers	\$ 150 4 hours		Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Enclosed-space rescue techniques	32 hours		Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Hazardous materials spill response measures	21 hours		Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Emergency site response management	28 hours		Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Industrial Fire Safety I	14 to 70 hours		Fall Winter Spring-Summer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

GENERAL KNOWLEDGE

As stipulated in the action plan, the CSMOIM will soon publish a calendar of events that will include workshops of an average of 1 to 2 days offered to marine industry employees, especially land personnel.

To develop and deliver training that meets the industry's needs, we would like to know whether you are interested in the following subjects.

TRAINING	IN-CLASS INSTRUCTION	SELF-TRAINING TOOLS	TRAINING	IN-CLASS INSTRUCTION	SELF-TRAINING TOOLS
	✓	✓		✓	✓
Introduction to Marine Regulations			Introduction to the International Safety Management Code (ISM)		
Marine Regulations - Follow-up and Update			Introduction to International Ships and Port Facility Security Code (ISPS)		
Introduction to Maritime Law			Introduction to Emergency Risk Management		
Maritime Transportation - General knowledge (for beginners)			Basic Internal Auditing (ISM - ISPS - Environment)		
Basic Maritime Vocabulary (French - English)			Introduction to Ship Inspections and Certificates		
Introduction to Ships and Shipbuilding			Environmental Vessel Management		
Commercial Ship Management			Introduction to Ballast Water Management		
Logistics			Ship Oily Water Management		
Project Management			Pollution Prevention and Ship Emissions Reduction		
Board of Directors - Responsibilities and governance			Promoting workplace learning and training - hints and tools		

GENERAL KNOWLEDGE

TRAINING	IN-CLASS INSTRUCTION	SELF-TRAINING TOOLS
	✓	✓
Port Facility Environmental Management		
Introduction to Port Facility Management		
Human Resources Management <i>*Refer to following page for list of subjects.</i>		
Handling lifting equipment (cranes, winches, power lift truck)		
Risk Assessment		
Oil spill management		

TRAINING	IN-CLASS INSTRUCTION	SELF-TRAINING TOOLS
	✓	✓
Port Facility Safety		
Introduction to Port Facility Logistics		
Introduction to Marine Personnel Management		
Study and investigation of marine accidents		
Insurance		
Technical and operational management (contract, drydocking, inspection and repair of the hull)		

ADD SUGGESTIONS FOR TRAINING NOT INCLUDED IN THE LIST

Check the relevant subjects.

Creating and optimizing high-performance work teams

Motivation:

- Mentoring
- Leadership
- Recognition
- Motivating forms of communication and credibility

Change management

Support for the staffing process:

- Recruitment strategy
- Interview and selection

Psychometric tests (personality, aptitudes, interests, potential)

Remuneration

Work organization (flowchart and job descriptions)

Performance appraisal:

- Employee assessment (evaluation chart, interview and performance indicators)
- Organization assessment (scorecards)

Management policy (time off/leave, vacations, schedule, overtime)

Behaviour management in the workplace:

- Conflict resolution
- Difficult employees
- Disciplinary meeting
- Evaluation of psychosocial risks at work

Specify other subjects:

**Commission
des partenaires
du marché du travail**

Québec



Human Resources
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