

2015-2016

Maritime industry training requirements survey



Human Resources
Sectorial Committee
of the Maritime Industry



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INTRODUCTION

About CSMOIM

Founded in 2001, the Human Resources Sectorial Committee of the Maritime Industry (CSMOIM) is a centre for consensus-building and action, aimed at developing skilled human resources in order to contribute to the Québec marine industry's viability and growth. Composed of company and worker representatives, CSMOIM supports the marine sector by implementing projects linked to training, human resources management, sector-based knowledge and human resources renewal-related planning.

Marine industry training requirements survey

To carry out its mandate, CSMOIM needs to know the industry's training needs for navigating and non-navigating personnel. The annual marine industry training requirements survey is the tool that best enables us to help Québec's marine-sector organizations in this area.

Further on is the 2015-2016 survey form. Your participation is essential and will allow us to influence the training offered so as to better meet the needs of Québec marine-sector companies in terms of both land and sea personnel. The survey also allows CSMOIM, in close collaboration with the Institut maritime du Québec (IMQ), to draw up a plan for distributing the amounts available for regulated training eligible for financial assistance from Emploi-Québec.

For further information, contact:

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FAQs

What is meant by regulated marine-sector training?

This refers to training related to the application or implementation of an act or regulation, which requires workers to provide a regulatory body with an attestation issued by a recognized training establishment and certifying that they have completed the required training. The goal is to ensure that workers are eligible for obtaining or maintaining certification, skills or papers issued by the regulating authority.

What are the eligibility criteria for financial assistance from Emploi-Québec?

To receive financial assistance for regulated training, candidates' eligibility must be assessed at least four weeks before the course begins. Financial assistance applications must be sent at the the Human Resources Sectorial Committee of the Maritime Industry (CSMOIM) by marine-sector organizations, which are responsible for recommending candidates and ensuring that they are eligible.

The eligibility criteria for financial assistance are:

- Candidates must have a termination of employment issued by a Québec marine-sector organization in the 12 months preceding the date IMQ admits them to a training session and must not be employed by a marine-sector organization when taking the training;

or

- Candidates must have a job offer from a marine-sector organization;

AND

- Candidates must have entered the job market at least two years ago.

What is the amount of funding allocated annually by Emploi-Québec?

The funding available is \$150 000.

How is the available funding allocated?

The plan for distributing Emploi-Québec financial assistance is prepared by CSMOIM staff based on the applications received at the requirements survey stage. We apply strict criteria based on effectiveness and fairness. The criteria are approved by the Executive Committee.

To maximize the use of available funding, we have a waiting list that we use to fill spots if organizations should cancel.

When are you informed of the funding granted to your company?

After Emploi-Québec approves the distribution of the funding slated for financial assistance for regulated training, IMQ (Centre de Saint-Romuald) staff contact the companies in early November to inform them of the funding for which they are eligible.

How long does my company have to use the funding granted?

The period in which the funds must be used is early November to late June. The funding to which companies are entitled is guaranteed until January 8, 2016. However, you cannot reserve a spot unless you register an eligible candidate (online at <http://www.imq.qc.ca/formation-continue/formation.php>). Spots are available on a first come, first served basis.

After January 8, 2016, unused funding becomes available to all marine-sector companies who have eligible candidates and who have completed the training needs survey.

As a result, companies that have used all of the funding to which they were entitled will be able to receive additional funding unless the total budgetary envelope has been used up.

If there a financial assistance program that encourages career advancement among officers?

Yes, there is financial assistance slated for seamen's professional development and managed by CSMOIM and the IMQ on behalf of the Ministère des Transports du Québec (MTQ). After concluding an agreement with CSMOIM in fall 2013, the MTQ confirmed that this measure will be renewed. This five-year agreement is for \$50 000 a year.

This funding pays up to 50% of eligible candidates' costs for training leading to Navigation Officer or Marine Engineer papers. Candidates holding papers issued in another country, who are in the conversion process to obtain Canadian papers, can also apply for this financial assistance.

To benefit from this funding, candidates must apply for it when they register with the Institut maritime du Québec's Centre de formation aux mesures d'urgence en mer (CFMU). Unlike the Emploi-Québec funding envelope reserved for regulated training, applications must be filled by the individuals (not the marine-sector organizations) via this survey form.



COMPULSORY SECTION

MARITIME INDUSTRY TRAINING REQUIREMENTS SURVEY

Please complete this form and e-mail it to Susan Falkner at sfalkner@csmoim.qc.ca before Friday, **October 9, 2015**. If you have trouble e-mailing us or prefer to complete the form manually, you can return it to us by fax at 418-694-9401 or mail at:

Human Resources Sectorial Committee of the Maritime Industry
271, rue de l'Estuaire, Québec (Québec) G1K 8S8

USER ID SECTION

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
SECOND CONTACT PERSON (if applicable):	
PHONE:	FAX:
NUMBER OF EMPLOYEES OF THE COMPANY:	
E-MAIL:	

ACTIVITY CATEGORY (MORE THAN ONE CATEGORY OF ACTIVITY CAN BE INDICATED, IF APPLICABLE. PLEASE HIGHLIGHT THE MAIN CATEGORY.)

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

Does your company have subsidiaries? Yes No

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:

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

NAVIGATING PERSONNEL

This section includes training usually offered to navigating 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 AND LENGTH ¹	ESTIMATED NO. OF PARTICIPANTS	DO YOU REQUIRE FINANCIAL ASSISTANCE? (Y/N)	YOUR PRIORITY ² (Number 1 being your first priority)
MED	Small Seasonal Passenger Vessel Safety (Non-Certificated Personnel) MED-SSPV-NCP (Equivalent to MED EXC / A2LL)	\$ 220 8 hours		Yes No	High priority Medium priority Low priority
	Domestic Passenger Vessel Safety MED DVS (Equivalent to MED-A1/MED-A2)	\$ 710 26 hours		Yes No	High priority Medium priority Low priority
	Small Non-pleasure Domestic Vessel Basic Safety MED SDV-BS (Equivalent to MED-A3)	\$ 430 12 hours		Yes No	High priority Medium priority Low priority
	STCW Basic Safety MED STCW-BS	\$ 1 370 54 hours		Yes No	High priority Medium priority Low priority
	Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats MED-PSC	\$ 640 30.5 hours		Yes No	High priority Medium priority Low priority
	Advanced Fire Fighting MED-AFF	\$ 800 35 hours		Yes No	High priority Medium priority Low priority

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 Please indicate in this column the level of priority this training course has for you. This will help us decide the equitable finances depending on your priorities. The following legend indicates the level of priorities. 1=High 2=Medium 3=Low

³ Prices are subject to change without notification.

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

	COURSE NAME	COST PER PERSON AND LENGTH	ESTIMATED NO. OF PARTICIPANTS	DO YOU REQUIRE FINANCIAL ASSISTANCE? (Y/N)	YOUR PRIORITY ² (Number 1 being your first priority)
SIMULATORS	Ship security Office SSO	\$ 1230 21 hour		Yes	High priority
				No	Medium priority Low priority
	Propulsion Plant Simulator - Level I PPS I	\$ 2 250 80 hours excluding exam		Yes	High priority
				No	Medium priority Low priority
	Propulsion Plant Simulator - Level II PPS II	\$ 1 700 60 hours excluding exam		Yes	High priority
				No	Medium priority Low priority
	Simulated Electronic Navigation, Level I, Part A SEN-IA	\$ 3 130 120 hours		Yes	High priority
				No	Medium priority Low priority
	Simulated Electronic Navigation, Level I, Part B SEN-IB	\$ 2 300 90 hours		Yes	High priority
				No	Medium priority Low priority
	Simulated Electronic Navigation, Level II SEN-II	\$ 2 575 90 hours		Yes	High priority
				No	Medium priority Low priority
Simulated Electronic Navigation - Limited SEN-L	\$ 1 030 36 hours		Yes	High priority	
			No	Medium priority Low priority	
Electronic Chart Display and Information System ECDIS	\$ 1 270 30 hours		Yes	High priority	
			No	Medium priority Low priority	
Bridge Resource Management Training BRM	\$ 2 700 36 hours		Yes	High priority	
			No	Medium priority Low priority	
COMMUNICATION	Restricted Operator's Certificate - Maritime Radio Commercial ROC-MC	\$ 620 24 hours		Yes	High priority
				No	Medium priority Low priority
	Global Maritime Distress and Safety System GMDSS	\$ 1 525 60 hours		Yes	High priority
				No	Medium priority Low priority
Global Maritime Distress and Safety System (limited) GMDSS-L	\$ 430 26 hours		Yes	High priority	
			No	Medium priority Low priority	

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

	COURSE NAME	COST PER PERSON AND LENGTH	ESTIMATED NO. OF PARTICIPANTS	DO YOU REQUIRE FINANCIAL ASSISTANCE? (Y/N)	YOUR PRIORITY ² (Number 1 being your first priority)
MEDICAL CARE	Marine Medical Care	\$ 1 600 52 hours		Yes	High priority
				No	Medium priority Low priority
	Marine Basic First Aid			\$ 165 16 hours	Yes
	No	Medium priority Low priority			
SECURITY AND SAFETY	Marine Advanced First Aid	\$ 600 31 hours		Yes	High priority
				No	Medium priority Low priority
	Passenger Safety Management	\$ 420 12,5 hours		Yes	High priority
				No	Medium priority Low priority
	Specialized Passenger Safety Management (Ro-Ro Vessels)			Yes	High priority
		No	Medium priority Low priority		
	Security awareness training for ship personnel with designated security duties SPWDS	\$ 800 12 hours		Yes	High priority
				No	Medium priority Low priority
	Oil and Chemical Tanker Familiarization Including Inert Gas Systems and Crude Oil Washing Systems Training			\$ 1 500 60 hours	Yes
		No	Medium priority Low priority		
Specialized Oil Tanker Safety Including Inert Gas Systems And Crude Oil Washing Systems Training	\$ 1 100 55 hours		Yes	High priority	
			No	Medium priority Low priority	
OTHERS	Specialized Chemical Tanker Safety	\$ 760 39 hours		Yes	High priority
				No	Medium priority Low priority
	Small Vessel Operator Proficiency SVOP			\$ 590 30 hours	Yes
		No	Medium priority Low priority		
	Small Vessel Machinery Operator SVMO	\$ 1 290 90 hours		Yes	High priority
				No	Medium priority Low priority



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

	COURSE NAME	COST PER PERSON AND LENGTH	ESTIMATED NO. OF PARTICIPANTS	YOUR PRIORITY ² <small>(Number 1 being your first priority)</small>
OTHERS	Practical Skills for Marine Engineers for the sole purpose of obtaining a certificate with an TCW endorsement		150 hours	High priority Medium priority Low priority
	Dangerous Goods Carriage on Board Ro-Ro Ship - Update	\$ 300	7 hours	High priority Medium priority Low priority

UNREGULATED TRAINING

Please note that most of these courses are targeted at both navigating and non-navigating personnel

	COURSE NAME	COST PER PERSON AND LENGTH	ESTIMATED NO. OF PARTICIPANTS	PREFERRED TRAINING PERIOD
SAFETY ON BOARD	Confined Spaces - Practical Training	\$ 490	14 hours	Fall Winter Spring
	Workplace Hazardous Materials Information System WHMIS	\$ 85	4 hours	Fall Winter Spring

UNREGULATED TRAINING

	COURSE NAME	COST PER PERSON AND LENGTH	ESTIMATED NO. OF PARTICIPANTS	PREFERRED TRAINING PERIOD
SAFETY ON BOARD	Safe Berthing	\$ 345	8 hours <small>3 hours theory/ 5 hours practical work</small>	Fall Winter Spring
	Safe working in Cargo Lashing Operations <small>(can be offered on board)</small>	\$ 825	14 hours	Fall Winter Spring
PROPOSALS	On Board Electrical System Repair	n a		Fall Winter Spring
	Occupational Health and Safety Training	n a		Fall Winter Spring
	Programmable controllers	n a		Fall Winter Spring
	Passenger Safety, Crisis Management and Human Behaviour	n a		Fall Winter Spring
	Command System on emergency site	n a		Fall Winter Spring
	Introduction to administrative management on board ships	n a		Fall Winter Spring

Please add suggestions for training not included in the list

	COURSE NAME	ESTIMATED NO. OF PARTICIPANTS	PREFERRED TRAINING PERIOD
			Fall Winter Spring
			Fall Winter Spring

CERTIFICATION AND PAPERS

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

SEA RATING

COURSE NAME	COST PER PERSON AND LENGTH	ESTIMATED NO. OF PARTICIPANTS	PREFERRED TRAINING PERIOD
General Seamanship	\$ 3 560 200 hours		Fall Winter Spring
Helmsman	\$ 1 900 120 hours		Fall Winter Spring
Engine-Room Rating	\$ 4 450 240 hours		Fall Winter Spring



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 2015-2016 in your organization

NAVIGATION OFFICER

NUMBER

Candidates for Officer or Master 60 t, inland waters	
Candidates for Officer or Master 150 t, inland waters	
Candidates for Officer or Master 500 t or 3000 t, inland waters	
Candidates for Watchkeeping Mate:	
Candidates for Chief Mate:	
Candidates for Master, near coastal:	
Candidates for Master Mariner:	

MARINE ENGINEER

NUMBER

Candidates for Marine Engineer, 4th class:	
Candidates for Marine Engineer, 3rd class:	
Candidates for Marine Engineer, 2nd class:	
Candidates for Marine Engineer, 1st class:	

Do you have any comments or questions regarding your seagoing personnel's career advancement?



NAVIGATION OFFICER

To obtain higher certificates, candidates' files must be analyzed by Transport Canada, which will indicate the procedure to follow. After receiving these recommendations, candidates can register for the courses preparing them for the Transport Canada exams.

	PREFERRED METHOD(S) OF INSTRUCTION					
	COURSE NAME	COST PER PERSON AND LENGTH	INDIVIDUAL COACHING	IN CLASS INSTRUCTION	PURCHASE OF BOOKS (COURSE NOTES)	DISTANCE LEARNING
WATCHKEEPING MATE	Chartwork and pilotage (level 1)	\$ 1 525 80 hours				
	Chartwork and pilotage (level 2)	\$ 1 525 80 hours				
	Radar Plotting	\$ 310 18 hours				
	Ship Construction	\$ 310 18 hours				
	Cargo Meteo	\$ 310 18 hours				
	Celestial Navigation	\$ 3 005 174 hours				
	Communication	\$ 520 30 hours				
	CHIEF MATE	Navigation Safety (level 1) NSI	\$ 1 525 80 hours			
Navigation Safety (level 2) NS2		\$ 1 525 80 hours				
Meteorology (level 1)		\$ 1 150 60 hours				
Ship Stability level 3		\$ 1 150 60 hours				
Ship Stability level 4		\$ 575 30 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				
MASTER	General Knowledge	\$ 310 18 hours				
	Individual coaching Specify					

MARINE ENGINEER

	COURSE NAME	COST PER PERSON AND LENGTH	PREFERRED METHOD(S) OF INSTRUCTION			
			INDIVIDUAL COACHING	IN-CLASS INSTRUCTION	PURCHASE OF BOOKS (COURSE NOTES)	DISTANCE LEARNING
4 TH CLASS	General engineering knowledge 4th class 4EKG	\$ 460 Online course	n.a.	n.a.	n.a.	
	Engineering knowledge of motor vessels 4th class 4EKM	\$ 460 Online course	n.a.	n.a.	n.a.	
	Engineering knowledge of steamships 4th class 4EKS	\$ 460 Online course	n.a.	n.a.	n.a.	
	Mathematics	\$ 1 245 72 hours				
3 RD CLASS	Engineering knowledge of motor vessels 3rd class 3EKM	\$ 460 Online course				
	Mathematics	\$ 1 555 90 hours				
	Applied Mechanics	\$ 1 865 108 hours				
	Thermodynamics	\$ 1 865 108 hours				
	Electrotechnology	\$ 1 555 90 hours				
	Mathematics	\$ 1 555 90 hours				
2 ND CLASS	Applied Mechanics	\$ 1 865 108 hours				
	Thermodynamics	\$ 1 865 108 hours				
	Electrotechnology	\$ 1 555 90 hours				
	Naval Architecture	\$ 1 245 72 hours				
1 ST CLASS	Drawing	\$ 520 30 hours				
	Individual coaching					
	Specify					

NON-NAVIGATING PERSONNEL

This section contains standard administrative or port personnel training

SECURITY AND SAFETY

COURSE NAME	COST PER PERSON AND LENGTH	ESTIMATED NO. OF PARTICIPANTS	PREFERRED TRAINING PERIOD
Company Security Officer CSO	\$ 1 230 21 hours		Fall Winter Spring
Port Facility Security Office PFSO	\$ 1 230 21 hours		Fall Winter Spring
Self-contained breathing apparatuses (SCBA)	\$ 250 7 hours		Fall Winter Spring
Firefighting using SCBAs	\$ 260 7 hours		Fall Winter Spring
Liquefied gas and oil spill contro	14 hours		Fall Winter Spring
Hand-held fire- xtinguishers	\$ 155 4 hours		Fall Winter Spring
Enclosed-space rescue techniques	\$ 540 14 hours		Fall Winter Spring
Hazardous materials spill response measures	21 hours		Fall Winter Spring
Emergency site response management	28 hours		Fall Winter Spring
Industrial Fire Safety I	14 to 70 hours		Fall Winter Spring

GENERAL KNOWLEDGE

As stipulated in its action plan, the CSMOIM will publish this fall 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 Certificate		
Introduction to Ships and Shipbuilding			Introduction to Ballast Water Management		
Commercial Ship Management			Ship Oily Water Management		
Logistics			Pollution Prevention and Ship Emissions Reduction		
Project Management			Promoting workplace learning and training - hints and tools		
Board of Directors - Responsibilities and governance			Oil and Chemical Tanker Familiarization for Port Terminals (\$410/7 hours)		

GENERAL KNOWLEDGE

TRAINING	IN-CLASS INSTRUCTION	SELF-TRAINING TOOLS	TRAINING	IN-CLASS INSTRUCTION	SELF-TRAINING TOOLS
Introduction to Port Facility Management			Port Facility Safety		
Human Resources Management			Introduction to Port Facility Logistics		
Handling lifting equipment <small>(cranes, winches, power lift truck)</small>			Introduction to Marine Personnel Management		
Risk Assessment			Study and investigation of marine accidents		
Oil spill management			Insurance		
Incoterms			Technical and operational management <small>(contract, drydocking, inspection and repair of the hull)</small>		

ENVIRONMENT

In the coming years, do you anticipate that some of your employees will have to follow environmental training due to environmental standards and regulations?	Specify:
	Yes
	No
If so, what topics will be covered?	

COURSE NAME	COST PER PERSON AND LENGTH	ESTIMATED NO. OF PARTICIPANTS	PREFERRED TRAINING PERIOD
Environmental Management of Shipping	Cost to be confirmed 8 hours		Fall Winter Spring
Port Facility Environmental Management	Cost to be confirmed 16 hours		Fall Winter Spring
Ecomanagement (introduction to environmental standards)	Cost to be confirmed 8 hours		Fall Winter Spring

HUMAN RESOURCES MANAGEMENT

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 (fl wchart 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 resolutio - Difficult empl yeess - Disciplinary meeting - Evaluation of psychosocial risks at work
1 % law implementation
Cultural diversity management in the workplace
Specify others subjects:

COMMENTS AND SUGGESTIONS

Your comments:

Your suggestions:

Thank you for your participation!

This publication was produced
with the financial support of the
Commission des partenaires du marché du travail

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Québec 



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