

3.19 MODEL COURSE

Introduction

■ Purpose of the model courses

The purpose of the IMO model courses is to assist maritime training institutes and their teaching staff in organizing and introducing new training courses, or in enhancing, updating or supplementing existing training material where the quality and effectiveness of the training courses may thereby be improved.

It is not the intention of the model course programme to present instructors with a rigid “teaching package” which they are expected to “follow blindly”. Nor is it the intention to substitute audio-visual or “programmed” material for the instructor’s presence. As in all training endeavours, the knowledge, skills and dedication of the instructor are the key components in the transfer of knowledge and skills to those being trained through IMO model course material.

Because educational systems and the cultural backgrounds of trainees in maritime subjects vary considerably from country to country, the model course material has been designed to identify the basic entry requirements and trainee target group for each course in universally applicable terms, and to specify clearly the technical content and levels of knowledge and skill necessary to meet the intent of IMO conventions and related recommendations.

■ Use of the model course

To use the model course the instructor should review the course plan and detailed syllabus, taking into account the information provided under the entry standards specified in the course framework. The actual level of knowledge and skills and the prior technical education of the trainees should be kept in mind during this review, and any areas within the detailed syllabus which may cause difficulties because of differences between the actual trainee entry level and that assumed by the course designer should be identified. To compensate for such differences, the instructor is expected to delete from the course, or reduce the emphasis on, items dealing with knowledge or skills already attained by the trainees. He should also identify any academic knowledge, skills or technical training which they may not have acquired.

By analysing the detailed syllabus and the academic knowledge required to allow training in the technical area to proceed, the instructor can design an appropriate pre-entry course or, alternatively, insert the elements of academic knowledge required to support the technical training elements concerned at appropriate points within the technical course.

Adjustment of the course objectives, scope and content may also be necessary if in your maritime industry the trainees completing the course are to undertake duties which differ from the course objectives specified in the model course.

介 绍

■ 示范课程的目的

IMO 示范课程的目的是帮助海事培训机构及其教员组织和引进新的培训课程,或改进、更新、补充现有的培训资料,以提高培训课程的质量和效果。

示范课程计划的目的既不是向教员提供一个让其“盲目遵循”的、僵化的“教学包”,也不是用音像资料或“程序化”的资料来取代教员。因为在全部培训过程中,通过 IMO 示范课程资料向学员传授知识和技能时,教员的知识、技能和奉献是关键的因素。

鉴于各国的海运学科的培训人员所处教育体制和所具有的文化基础差异较大,因此,示范课程资料用普遍适用的术语明确了基本入学条件和课程的培训对象,同时明确了为满足 IMO 公约及相关建议的技术要求所必需的技术内容、知识水平和技能。

■ 示范课程的使用

要使用示范课程,教员应复查课程计划和教学大纲细则,注意课程结构中所明确的入学标准中的信息。在复查时应该对学员实际的知识、技能和所受技术教育的水平做到心中有数,同时应找出在学员的实际入学水平与课程设计者所设想的水平不一致时,教学大纲细则中会因此而造成困难的任何内容。为了弥补这些差别,要求教员将与学员已获得的知识和技能相关的科目从课程中删除或减少对相关科目的强调。教员还应找出学员没有获得的理论知识、技能或技术培训。

通过对教学大纲细则和进行技术培训所需理论知识的分析,教员应能够设计一个适当的准入课程,或代之以在技术课程内的适当位置加入所需理论知识要素以支持相关的技术培训要素。

如果在当地的海运业中,完成课程的学员所要承担的职责与示范课中所确定的课程目标有所不同,那么就有必要对课程的目标、范围和内容进行调整。

Within the course plan the course designers have indicated their assessment of the time that should be allotted to each learning area. However, it must be appreciated that these allocations are arbitrary and assume that the trainees have fully met all entry requirements of the course. The instructor should therefore review these assessments and may need to re-allocate the time required to achieve each specific learning objective.

■ Lesson plans

Having adjusted the course content to suit the trainee intake and any revision of the course objectives, the instructor should draw up lesson plans based on the detailed syllabus. The detailed syllabus contains specific references to the textbooks or teaching material proposed for use in the course. Where no adjustment has been found necessary in the learning objectives of the detailed syllabus, the lesson plans may simply consist of the detailed syllabus with keywords or other reminders added to assist the instructor in making his presentation of the material.

■ Presentation

The presentation of concepts and methodologies must be repeated in various ways until the instructor is satisfied that the trainee has attained each specific learning objective. The syllabus is laid out in learning-objective format and each objective specifies *what the trainee must be able to do* as the learning outcome.

■ Implementation

For the course to run smoothly and to be effective, considerable attention must be paid to the availability and use of:

- properly qualified instructors;
- support staff;
- rooms and other spaces;
- equipment;
- textbooks, technical papers; and
- other reference material.

Thorough preparation is the key to successful implementation of the course. IMO has produced “Guidance on the Implementation of IMO Model Courses”, which deals with this aspect in greater detail and is included as an attachment to this course.

在课程计划内,课程设计者标明了分配到每个学习范围的预计时间。但应该清楚的是,这些分配是主观的,并且假设学员完全满足了所有的课程入学条件。因此教员应该审查这些预估时间,可能需要重新分配所用时间,以达到每个规定的学习目标或培训成果。

■ 教案

为了便于学员接受,可对课程内容和课程目标进行调整和修改,那么教员就应该在教学大纲细则的基础上制订出课程计划。教学大纲细则内有建议使用的课程教材或教学资料的具体参考。如果没有调整教学大纲细则的学习目标,那么课程计划可以单纯由教学大纲细则构成,添加一些关键词或其他提示,以帮助教员编写讲义。

■ 学员展示

概念和方法要以不同的方式重复讲解,直到教员确信学员达到了每一个规定的学习目标。大纲是按学习目标的格式设计的,而每一个目标都详细说明了学习的结果,即学员应能做什么。

■ 实施

为使课程顺利、有效地进行,必须特别注意适用性和使用:

- 完全合格的教员;
- 辅助人员;
- 教室和其他场所;
- 设备;
- 教科书,技术论文;和
- 其他参考资料。

充分的准备是成功实施课程的关键。IMO制定了“示范课程实施指南”,详细涉及这方面内容,并作为本课程的附件包含在内。

Part A: Course Framework

■ Scope

This model course is intended to provide knowledge to those who may be designated to perform the duties and responsibilities of a Ship Security Officer (SSO), as defined in section A/2.1.6 (and section A/12) of the ISPS Code and in section A-VI/5 of the STCW Code, as amended, and in particular the duties and responsibilities with respect to the security of a ship, for implementing and maintaining a Ship Security Plan and for liaising with the Company Security Officer (CSO) and with Port Facility Security Officers (PFSOs).

With this revision of the Ship Security Officer course, specific training to address the problem of piracy and armed robbery against ships is emphasized. The framework for these revisions is found in Section A-VI/5 of the 2010 amendments to the STCW Code.

■ Objective

Those who successfully complete this course should be able to undertake the duties and responsibilities as Ship Security Officer, as defined in section A/12.2 of the ISPS Code and in section A-VI/5 of the STCW Code, as amended, which include, but are not limited to:

- .1 undertaking regular security inspections of the ship to ensure that appropriate security measures are maintained;
- .2 maintaining and supervising the implementation of the Ship Security Plan, including any amendments to the plan;
- .3 coordinating the security aspects of passengers, and/or the handling of cargo and ship's stores with other shipboard personnel and with the relevant Port Facility Security Officers;
- .4 proposing modifications to the Ship Security Plan;
- .5 reporting to the Company Security Officer any deficiencies and non-conformities identified during internal audits, periodic reviews, security inspections and verifications of compliance and implementing any corrective actions;
- .6 enhancing security awareness and vigilance on board;
- .7 ensuring that adequate training has been provided to shipboard personnel, as appropriate;
- .8 reporting all security incidents;
- .9 coordinating implementation of the Ship Security Plan with the Company Security Officer and the relevant Port Facility Security Officer; and
- .10 ensuring that security equipment is properly operated, tested, calibrated and maintained, if any.

A 部分:课程框架

■ 范围

本示范课程旨在为根据 ISPS 规则 A 部分 2.1.6 条(和 A 部分第 12 条)及经修订的 STCW 规则第 A-VI/5 节定义的那些被指定承担船舶保安员职责和责任的人员提供知识,特别是那些与船舶保安有关的,包括实施和维护船舶保安计划以及与公司保安员(CSO)和港口设施保安员(PFSOs)进行联络的知识。

本船舶保安员课程修订版强调针对船舶防海盗及武装劫持提供特定的培训。这些修正的内容框架见 STCW 规则 2010 年修正案中第 A-VI/5 节。

■ 目标

根据 ISPS 规则 A 部分 12.2 和 STCW 规则修正案第 A-VI/5 节,成功完成本课程的人员应当能够承担的船舶保安员职责和责任,包括但不限于以下部分:

- .1 承担船舶的定期保安检查,确保适当的保安措施得以保持;
- .2 维持和监督船舶保安计划的实施,包括对该计划的任何修订;
- .3 与船上其他人员并与相关港口设施保安员协调旅客和/或货物及船舶备品装卸中的保安事项;
- .4 对船舶保安计划提出修改建议;
- .5 向公司保安员报告内部审核、定期审查、保安检查及合规检验期间所确定的任何缺陷和不符合项,并采取纠正行动;
- .6 加强船舶保安意识和警惕性;
- .7 确保为船上人员提供适当的培训;
- .8 报告所有保安事件;
- .9 与公司保安员和相关港口设施保安员协调实施船舶保安计划;以及
- .10 确保正确操作、测试、校准和保养保安设备(如有的话)。

■ Entry standards

No specific entry requirements are contemplated. However, to obtain a Certificate of Proficiency as Ship Security Officer, the trainee shall have obtained approved seagoing service as mentioned in STCW Regulation VI/5 as amended.

■ Course certificate, diploma or document

Documentary evidence should be issued to those who have successfully completed this course indicating that the holder has completed training as “Ship Security Officer” based on this model course.

■ Course delivery

The outcome of this course may be achieved through various methods, including classroom training, in-service training, distance learning, computer-based training or combinations of these methods.

■ Course intake limitations

The maximum number of trainees should depend on the facilities and equipment available, bearing in mind the aims and objectives of this course.

■ Staff requirements

The instructor in charge of the course should have adequate experience in maritime security matters and should have knowledge of the requirements of Chapter IX-2 of SOLAS 74 as amended, the ISPS Code, and security-related provisions of the STCW Code, as amended.

It is recommended that instructors should either have appropriate training in or be familiar with instructional techniques and training methods.

■ Teaching facilities and equipment

An ordinary classroom or similar meeting room with a blackboard or equivalent is sufficient for the lectures. In addition, when making use of audiovisual materials, it should be ensured that appropriate equipment is available. Finally, the use of shipboard environments (vessels or mock-ups) for certain segments of the course may enhance the overall effectiveness of this training.

■ 入学标准

没有特定的准入要求。但是,学员应当具有 STCW 公约修正案第 VI/5 条认可的海上服务资历,才能获得船舶保安员培训合格证书。

■ 课程证书、文凭或证明

应当为那些成功完成本课程的学员签发书面证明,表明持证人已按本示范课程完成“船舶保安员”培训。

■ 课程实施

本课程的教学效果可以通过各种方式,包括课堂培训、在职培训、远程教育、计算机培训和上述方式的混合培训方式得以实现。

■ 课程人数限制

学员的人数上限取决于可用的设施和设备,铭记本课程的目的和目标。

■ 教员要求

负责本课程的教员应当有充足的海上保安经验,并具备 SOLAS 74 修正案第 XI-2 章、ISPS 规则及 STCW 规则修正案保安相关条款的知识。

建议教员应接受适当的培训或熟悉教学技术和训练方法。

■ 教学设施和设备

配有一块黑板或相同功用物品的普通教室或类似的会议室。此外,利用视听材料时,应确保适当的设备是可用的。最后,使用船上环境(船舶或实物模拟)讲解本课程的某些部分,可以增强培训的整体效果。

■ Teaching aids (A)

- A1 Instructor Manual (Part D of the course)
- A2 Audiovisual aids: video player, TV, slide projector, overhead projector, etc.
- A3 Photographs, models, or other representations of various vessels and vessel parts to illustrate operational elements and security vulnerabilities.
- A4 Video(s)
- A5 Distance learning package(s)
- A6 National legislative and regulatory references

■ Bibliography (B)

- B1 *Best Management Practices to Deter Piracy off the Coast of Somalia and in the Arabian Sea Area* (Published by Witherby Publishing Group Ltd, Edinburgh, Scotland, UK)
- B2 Fernandez, L., & Merzer, M. (2003). *Jane's Crisis Communications Handbook*, (1st ed.). Alexandria: Jane's Information Group.
- B3 Hawkes, K.G. (1989). *Maritime Security*. Centreville: Cornell Maritime Press.
- B4 International Chamber of Shipping. (2003). *Maritime Security: Guidance for Ship Operators on the IMO International Ship and Port Facility Security Code*. London: ICS.
- B5 International Chamber of Shipping. (2003). *Model Ship Security Plan*. London: ICS.
- B6 International Chamber of Shipping/International Shipping Federation. (2004). *Pirates and Armed Robbers: A Master's Guide*. (4th ed.). London: Marisec Publications.
- B7 Sidell, FR., et al. (2002). *Jane's Chem-Bio Handbook*. (2nd ed.). Alexandria: Jane's Information Group.
- B8 Sullivan, J.P., et al. (2002). *Jane's Unconventional Weapons Response Handbook*. (1st ed.). Alexandria: Jane's Information Group.
- B9 United States Coast Guard. (2002). *Risk-based Decision Making Guidelines*. PB2002-500115 Washington: NTIS.
- B10 United States Department of Transportation. Volpe National Transportation Systems Center. (1999). *Intermodal Cargo Transportation: Industry Best Security Practices*. Cambridge: Volpe Center.
- B11 Viollis, P., et al. (2002). *Jane's Workplace Security Handbook*. (1st ed.). Alexandria: Jane's Information Group.

■ IMO/ILO references (R)

- R1 International Maritime Organization. (2003). *International Ship & Port Facility Security (ISPS) Code, 2003 and December 2002 Amendments to SOLAS*. London: IMO. (IMO-I116E).
- R1.1 SOLAS Chapter XI-1
- R1.2 SOLAS Chapter XI-2
- R1.3 ISPS Code Part A
- R1.4 ISPS Code Part B
- R2 International Labour Organization. *Seafarers' Hours of Work and the Manning of Ships Convention, 1996*. (No. 180).

■ 教具(A)

- A1 教员手册(本课程D部分)
- A2 视听资料:视频播放器、电视机、幻灯机、投影仪等
- A3 照片、模型或各类船舶和船舶部分的其他表现形式以示意操作原理及保安薄弱点。
- A4 录像
- A5 远程学习程序包
- A6 国家立法及法规文献

■ 参考文献(B)

- B1 《防范索马里沿海和阿拉伯海水域海盗袭击的最佳管理措施》(维斯比出版集团出版,爱丁堡,英国)
- B2 Fernandez, L., & Merzer, M. (2003). 简氏危机沟通手册.(第1版). 亚历山大:简氏信息集团.
- B3 Hawkes, K. G. (1989). 海上保安. Centreville: Cornell Maritime Press.
- B4 国际航运公会(2003). 海上保安:IMO 国际船舶和港口设施保安规则船舶操作人员导则.伦敦:ICS.
- B5 国际航运公会(2003).船舶保安计划示范.伦敦:ICS.
- B6 国际航运公会/国际海运联盟(2004).海盗和武装抢劫人员:船长指南.(第4版). 伦敦:Marisec Publications.
- B7 Sidell, F. R., et al. (2002). 简氏化学生化手册.(第2版). 亚历山大:简氏信息集团.
- B8 Sullivan, J. P., et al. (2002). 简氏非常规武器反应手册.(第1版). 亚历山大:简氏信息集团.
- B9 美国海岸警卫队(2002). 基于风险的决策导则. PB2002-500115.华盛顿:NTIS.
- B10 美国运输部. 沃尔普国家运输系统中心.(1999).联运货物运输:行业最佳保安实践. 剑桥:沃尔普中心.
- B11 Viollis, P., et al. (2002). 简氏工作场所保安手册.(第1版). 亚历山大:简氏信息集团.

■ 国际海事组织/国际劳工组织参考书目(R)

- R1 国际海事组织.(2003).国际船舶和港口设施保安规则(ISPS), SOLAS 公约2002年12月修正案.伦敦. IMO(IMO I116E)
- R1.1 SOLAS 公约第XI-1章
- R1.2 SOLAS 公约第XI-2章
- R1.3 ISPS 规则 A 部分
- R1.4 ISPS 规则 B 部分
- R2 国际劳工组织.海员工时和船舶配员公约,1996年(第180号)

- R3 International Labour Organization. *Seafarers' Identity Documents Convention (Revised)*, 2003. (No. 185).
- R4 International Maritime Organization. *Seafarers' Training, Certification, and Watchkeeping (STCW) Code*, 2010.
- R4.1 STCW Code Section A–VI/5
- R4.2 STCW Code Table A–VI/5
- R5 International Maritime Organization. (2009). “Guidance to Shipowners and Ship Operators, Shipmasters and Crews on Preventing and Suppressing Acts of Piracy and Armed Robbery against Ships.” MSC.1/Circ.1334.

■ Textbooks (T)

- T1 McNicholas, M. (2007). *Maritime Security: An Introduction*. Burlington: Butterworth Heinemann.

R3 国际劳工组织. 海员身份证件公约(修订本),2003(第185号)

R4 国际海事组织.海员培训、发证和值班标准(STCW)规则,2010

R4.1 STCW 规则第 A-VI/5 节

R4.2 STCW 规则第 A-VI/5 节的表

R5 国际海事组织. (2009). 船舶所有人、经营人、船长、船员防止和镇压海盗及武装劫持船舶指南. MSC.1/Circ.1334.

■ 教科书(T)

T1 McNicholas, M. (2007).海上保安简介. 伯灵顿: 巴特沃思·海曼

Part B: Course Outline and Timetable

■ Course Outline

Subject Area	Hours
1. Introduction 1.1 Course overview 1.2 Competences to be achieved 1.3 Historical perspective 1.4 Current security threats and patterns 1.5 Ship and port operations and conditions	1.5
2. Maritime Security Policy 2.1 Relevant international conventions, codes and recommendations 2.2 Relevant government legislation and regulations 2.3 Definitions 2.4 Legal implications of action or non-action by security personnel 2.5 Handling sensitive security-related information and communications	1.0
3. Security Responsibilities 3.1 Contracting governments 3.2 Recognized Security Organizations 3.3 The company 3.4 The ship 3.5 The port facility 3.6 Ship Security Officer 3.7 Company Security Officer 3.8 Port Facility Security Officer 3.9 Seafarers with designated security duties 3.10 Port Facility personnel with designated security duties 3.11 Other personnel	1.5
4. Ship Security Assessment 4.1 Risk assessment methodology 4.2 Assessment tools 4.3 On-scene security surveys 4.4 Security assessment documentation	1.25
5. Security Equipment 5.1 Security equipment and systems 5.2 Operational limitations of security equipment and systems 5.3 Testing, calibration and maintenance of security equipment and systems	1.5
6. Ship Security Plan 6.1 Purpose of the Ship Security Plan 6.2 Contents of the Ship Security Plan 6.3 Confidentiality issues 6.4 Implementation of the Ship Security Plan 6.5 Maintenance and modification of the Ship Security Plan	2.0

B 部分:课程概要和时间表

■ 课程概要

课程内容	学时
<div>1. 课程介绍</div> <div>1.1 课程综述</div> <div>1.2 适任能力</div> <div>1.3 历史回顾</div> <div>1.4 当前的保安威胁及模式</div> <div>1.5 船舶和港口作业及条件</div>	1.5
<div>2. 海上保安政策</div> <div>2.1 相关国际公约、规则与建议案</div> <div>2.2 相关政府法令与法规</div> <div>2.3 定义</div> <div>2.4 保安人员行动或不行动的法律含义</div> <div>2.5 处理敏感的与保安相关的信息和通信</div>	1.0
<div>3. 保安职责</div> <div>3.1 缔约国政府</div> <div>3.2 经认可的保安组织</div> <div>3.3 公司</div> <div>3.4 船舶</div> <div>3.5 港口设施</div> <div>3.6 船舶保安员</div> <div>3.7 公司保安员</div> <div>3.8 港口设施保安员</div> <div>3.9 负有指定保安职责的海员</div> <div>3.10 负有指定保安职责的港口设施人员</div> <div>3.11 其他人员</div>	1.5
<div>4. 船舶保安评估</div> <div>4.1 风险评估方法</div> <div>4.2 评估工具</div> <div>4.3 现场保安检验</div> <div>4.4 保安评估文件</div>	1.25
<div>5. 保安设备</div> <div>5.1 保安设备和系统</div> <div>5.2 保安设备和系统的操作限制</div> <div>5.3 保安设备和系统的测试、校准与保养</div>	1.5
<div>6. 船舶保安计划</div> <div>6.1 船舶保安计划的目的</div> <div>6.2 船舶保安计划的内容</div> <div>6.3 保密问题</div> <div>6.4 船舶保安计划的实施</div> <div>6.5 船舶保安计划的维持与修订</div>	2.0

Subject Area	Hours
7. Threat Identification, Recognition and Response 7.1 Recognition and detection of weapons, dangerous substances and devices 7.2 Methods of physical searches and non-intrusive inspections 7.3 Implementing and coordinating searches 7.4 Recognition, on a non-discriminatory basis, of persons posing potential security risks 7.5 Techniques used to circumvent security measures 7.6 Crowd management and control techniques	3.0
8. Ship Security Actions 8.1 Actions required by different security levels 8.2 Maintaining security of the ship/port interface 8.3 Usage of the Declaration of Security 8.4 Reporting security incidents 8.5 Implementation of security procedures	1.5
9. Emergency Preparedness, Drills and Exercises 9.1 Contingency planning 9.2 Security drills and exercises 9.3 Assessment of security drills and exercises	1.25
10. Security Administration 10.1 Documentation and records 10.2 Monitoring and control 10.3 Security audits and inspections 10.4 Reporting nonconformities	1.0
11. Security Training 11.1 Training requirements	0.5
Total:	16.0

课程内容	学时
<div>7. 识别保安威胁与响应</div> <div>7.1 识别与探测武器、危险品与装置</div> <div>7.2 搜身与非侵犯性检查方法</div> <div>7.3 实施和协调搜查</div> <div>7.4 在非歧视的基础上识别对保安有潜在风险的人</div> <div>7.5 用于规避保安措施的技术</div> <div>7.6 密集人群管理和控制技术</div>	3.0
<div>8. 船舶保安行动</div> <div>8.1 不同保安等级下的保安行动</div> <div>8.2 维持船/港界面保安</div> <div>8.3 保安声明的使用</div> <div>8.4 报告保安事件</div> <div>8.5 实施保安程序</div>	1.5
<div>9. 应变部署、演习和演练</div> <div>9.1 应急计划</div> <div>9.2 保安演习和演练</div> <div>9.3 对保安演习和演练的评估</div>	1.25
<div>10. 保安管理</div> <div>10.1 文件管理和记录</div> <div>10.2 监督与控制</div> <div>10.3 保安审核与检查</div> <div>10.4 报告不符合项</div>	1.0
<div>11. 保安培训</div> <div>11.1 培训要求</div>	0.5
总计	16.0