


REVISION NO.:	00
REVISION DATE:	July 5, 2018

 MCL Malayan Colleges Laguna <small>A MAPUA SCHOOL</small>	
	<i>(PROGRAM)</i>
Course Code/Title	
BRIEFING FORM FOR SIMULATION TRAINING EXERCISE	


Date	
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Title of Simulation Exercise:	
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Compliance to STCW Code Section A-I/12 par. 7.1		
Ensure that the trainees are fully understand the following by:	Done (Yes/No)	Remarks/Comments
1. Setting out the objectives of the simulation exercise		
2. Explaining the learning outcome to be attained		
3. Explaining the competence to be demonstrated by the scenario		
4. Explaining the simulation scenario		
5. Explaining the plan for the exercise		
6. Listing all the relevant parameters, conditions, limits, etc.		
7. Explaining the starting conditions for the exercise		
8. Informing about any incidents and events which are to occur		
9. Clarifying which standard operations /procedures are to be followed: e.g. company procedures, international or national guidelines, manufacturer instructions, etc.		
10. Assignment of roles and providing detailed instructions for each role as appropriate		
11. Explaining about the type and format of the assessment and evaluation to be conducted		
12. Clarification of whether evaluation of performance will be individual/team		
13. Ground rules for the conduct of the exercise.		
14. Asking the trainees if they have questions relevant to the items above or relevant to the simulation exercise		

Signature over printed name of Instructor/Date

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STUDENTS' ACKNOWLEDGEMENT FOR BRIEFING

We the undersigned below, acknowledged that we are adequately briefed beforehand on the exercise objectives and task and are given sufficient planning time before the exercise

Group # 1			
No.	Name <small>(Surname, 1st Name, M. Initial)</small>	Rank in Role Playing <small>(if applicable)</small>	Signature
1			
2			
3			
4			
Group # 2			
1			
2			
3			
4			
Group # 3			
1			
2			
3			
4			
Group # 4			
1			
2			
3			
4			
Group # 5			
1			
2			
3			
4			

Signature over Printed Name of Instructor/Date