

Evidence of knowledge of English language

The following is acceptable evidence of competency in English. The MCA will need to see documented proof of attainment in one of the following methods:

- Confirmation of proficiency by a MCA surveyor on board ship or in a Marine Office.
- Passing the Marlins test at an approved Marlins Test Centre (currently available in Poland, Croatia, Ukraine, the Philippines, India, Latvia, Russia and Spain – addresses available from MCA and the Marlin company home page www.marlins.co.uk). This must be accompanied by either a Marlin's Test of Spoken English (TOSE) or a Company interview to confirm that the owners/managers have assessed the seafarer's spoken English to be of an acceptable standard in order to carry out their shipboard duties. The results of the interview can be relayed in a letter from the Company to the MCA. The TOSE or the letter must be accompanied by the normal Marlin's test certificate indicating a pass at the levels indicated below.
- Satisfying the MCA that English is the candidate's mother tongue (first language).
- Holding a STCW 95 Certificate of Competency for which the examinations were conducted in English.
- Holding an advanced English Language Certificate issued by the British Council or an International Language Testing System (IELTS) Test Report showing Overall Band of at least 6.
- Holding a Certificate of TOEFL (Test Of English as a Foreign Language) as applicable for admission into US universities.
- Holding a Berlitz Language School Level 2+ Certificate endorsed by the Company.
- Passing the MCA English language test administered for MCA by the Scottish Qualifications Authority (SQA) and conducted by arrangement with SQA in any British Council office anywhere in the world.

Deck Officers

Senior Deck Officers 90%
Junior Deck Officers 80%

Engineering Officers

Senior Engineering Officers 80%
Junior Engineering Officers 70%

Annex 3

Evidence of knowledge of English language

UK legal and administrative processes (UKLAP) requirements

Applicants for Master will be required to take the UKLAP Grade 1 “open book” written test, or with MCA approval, an oral examination conducted at one of the MCA Marine Offices. Applicants who have not taken the UKLAP Grade 1 test may be given temporary CECs to serve as Master for the 6 month validity of the CEC, during which time they must take the UKLAP Grade 1 written test or oral examination.

UKLAP Oral Assessment: Grade 1 For Master

- 1 List of Certificates and Documents required to be carried on a UK flagship:
 - Period and validity of SAFCON, SEC and Radio certificates on UK cargo ships
 - Period and validity of PC on UK passenger ships
- 2 Role and function of the Maritime and Coastguard Agency, including:
 - a) Registry of Shipping and Seamen;
 - b) HM Coastguard;
 - c) Enforcement Unit;
 - d) Statutory surveys;
 - e) Port State Control.
- 3 Certificate of British Registry:
 - a) Information contained within;
 - b) Period of validity;
 - c) Procedure in event of loss or destruction of Register.
- 4 Assistance overseas: role of the British Consul to assist the Master.
- 5 Documentation required to be presented on signing on:
 - a) Officers;
 - b) Ratings;
 - c) Procedure for verifying authenticity of UK seafarers’ Certificates.
- 6 Entries to be made in Official Log Book:
 - a) Dedicated pages;
 - b) Narrative section to include disciplinary procedures;
 - c) Procedure for return to RSS.
- 7 Crew Agreement:
 - a) Format of Crew Agreement;
 - b) Role of Master as Company Agent;
 - c) Procedure for closing an Agreement;
 - d) Engagement and discharge;
 - e) Law relating to young persons.
- 8 Seaman left behind:
 - a) Failed to return from shore leave;
 - b) Hospitalised.
- 9 Death onboard:
 - a) Crew member or passenger.
- 10 Role of the MAIB:
 - a) Master’s role in reporting accidents, collision, fire, grounding, personal injury, etc.
- 11 Provision of Muster, Drills and Training on board.
- 12 Provision of Health and Safety on UK ships: Safety Officials, safety meetings and the Code of Safe Working Practices for Merchant Seamen, including risk assessment.

Annex 3

Evidence of knowledge of English language

Suggested reading material for UKLAP examination

Reference Books:

Shipmasters Business Companion (and annual supplements) by Malcolm Maclachlan from:

The Nautical Institute
202 Lambeth Road
London SE1 7LQ
Tel: +44 (0)20 7 928 1351
Fax: +44 (0)20 7 401 2817
E-mail: pubs@nautinst.org

The Shipmaster's Business Self-Examiner by Malcolm Maclachlan from:

Kelvin Hughes
Unit 5
St Luke's Business Estate
St Luke's Place
Glasgow
G5 0TS
Tel: +44 (0)141 221 5452
Fax: +44 (0)141 221 4688
E-mail: glasgow@kelvinhughes.co.uk

Guidance and Information:

Merchant Shipping Notices

MSN 1775 Port State Control

MGN 071 Musters, Drills and Training

MGN 20 MS&FV (Health & Safety at Work) Regulations

MGN 88 Employment of Young Persons

MGN 111 Maintenance of Lists of Crew Ashore

MGN 115 Accident Reporting and Investigation

MGN 134 Issue of Discharge Books to UK Seafarers

MGN 136 Changes to the amount that may be deducted from seafarers' wages in respect of breaches of obligations under a Crew Agreement.

MGN 148 Approval of Crew Agreements

Merchant Shipping Notices are available individually or by annual subscription from:

Mail Marketing (Scotland)
Unit 6, Blooms Grove Industrial Estate
Norton Street
NOTTINGHAM
NG7 3JG
Tel: +44 (0)115 901 3336
Fax: +44 (0)115 901 3334

Or by annual subscription from the Maritime and Coastguard Agency:

Spring Place
105 Commercial Road
SOUTHAMPTON
SO15 1EG
Tel: +44 (0)23 8032 9106
Fax: +44 (0)23 8032 9388

They can also be accessed under the Guidance and Regulation section at the MCA's website at www.mcga.gov.uk or from MCA Marine Offices.

Legislation:

Primary Merchant Shipping Act 1995

Statutory Instruments:

Official Log Book Regulations SI 1981/569
(Amend) SI 1985/1828
(Amend) SI 1991/2145
(Amend) SI 1997/1511

Seaman's Document Regulations SI 1987/408
(Amend) SI 1995/1900
(Amend) SI 1999/3281

Repatriation Regulations SI 1979/97

Returns of Births and Deaths Regulations SI 1979/1577

Crew Agreement, List of Crew and Discharge of Seamen Regulations SI 1991/2144

Annex 3

Evidence of knowledge of English language

Health & Safety at Work Regulations
SI 1997/2962

H&S Employment of Young Persons Regulations
SI 1998/2411

Many Statutory Instruments are available, free to read and download, on the MCA website or HMSO website at the following addresses:

www.hmso.gov.uk

Statutory Instruments prior to 1987 are not available on these websites. They can be purchased from TSO at the following address:

The Stationary Office Ltd
PO Box 29
Norwich
NR3 1GN
Tel: +44 (0)870 600 5522
Fax: +44 (0)870 600 5533

Further related documents

Training and Certification series of MGNs:
Parts 1-21
Training and Certification Regulations SI 1997/348
(Amend) SI 1997/1911
(Amend) SI 2000/836

Minimum Standards of Safety Communications
Regulations SI 1997/529
(Amend) SI 1999/1704

Safe Manning, Hours of Work & Watchkeeping
Regulations SI 1997/1320