

## Scope

English Language Testing (ELT) policy with respect to acceptable standards of English language ability applies the seafarers working on full ship management vessels where official language and VMS are in English.

**Note:** For seafarers joining crew management and crew supply vessels, the client will specify their requirements

This document replaces all previous versions and is effective from the 1<sup>st</sup> July 2019.

## Seafarer Recruitment

As part of the recruitment process, seafarers shall require to undertake Marlins assessments under exam conditions, wherever possible at a Seafarer Centre / Marlins Approved Test ([www.marlins.co.uk/approved-test-centres](http://www.marlins.co.uk/approved-test-centres)).

The assessment consists of two tests: the ISF Marlins Test of English for Seafarers (online test) and Marlins Test of Spoken English for Seafarers (Seafarers TOSE). Both tests are to be taken by all officers, cadets and ratings.

The TOSE is to be carried out only by the authorized TOSE Assessors. The list of the authorized TOSE Assessors can be found in the below link.

[http://srv-glas118:87/sites/MarineOperations/Crew/\\_layouts/15/start.aspx#/ASK%20test%20interviewers/Forms/AllItems.aspx?InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence](http://srv-glas118:87/sites/MarineOperations/Crew/_layouts/15/start.aspx#/ASK%20test%20interviewers/Forms/AllItems.aspx?InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence)

All seafarers are required to pass both the online test and TOSE within the levels shown in the 'Scoring System' document (Annex I).

### TEST RESULTS: RED - GREEN CATEGORIES

Assessments provide results in two categories for new hires (Annex I).

**Note:** Where a candidate's test results are split between two categories, e.g. Red / Amber; Amber / Green, use the lower result to determine the next step.

*Red category – candidates'* English level does not meet company requirement for the position: the candidate will not be accepted.

*Green category – candidates'* English language level meets or exceeds the company's requirement for the position.

**Caution:** Amber category is not applicable for new hires or cadets and they will not be approved for full management vessels.

**Note:** Seafarer shall meet English Level of Flag state requirements and they could be higher than minimum scores (Annex 1).

### EXEMPTIONS

Seafarers providing one of below condition are exempt from the test

- Seafarer's mother tongue is English
- Seafarer providing documentary evidence that their schooling or professional education has been undertaken in English

- Officers holding competency certificates from countries where Maritime Training and Examination is conducted in the English Language.

**Note:** There may be circumstances in which the crewing department considers it appropriate to exempt candidates from this test. These cases must be approved in advance of any mobilization by the Global Crew Operations Director in consultation with the relevant Fleet Manager.

**Note:** Selection priority of ratings should be given to those ratings who achieve 'green' categories for both tests. If a rating passes the TOSE but does not achieve the recommended target level for the online test due to difficulty of using computer, s/he may be accepted for employment at the discretion of Planning Manager.

## Seafarer Training and Professional Development

Seafarers will be required to demonstrate continuing competence in English language and improve their competence as part of career development and promotion opportunities.

Seafarers shall retake assessments in case of any feedback regarding their standard of English competence raised by onboard/ashore manager, Master/Chief Engineer, Superintendent, Charterer, Owner, onboard trainer or any observation from vetting/PSC inspections.

**Note:** The Fleet and HSEQ Superintendents shall advise planning manager immediately in case of any communication problem onboard due to seafarers English.

Planning manager shall start investigation process to review initial testing and certificates with Recruitment or Training department if the seafarer is graduated from English Language training programme. Recruitment department will retest the candidate if required.

After retaking test,

- Red category seafarers will not rehired until they improve and pass minimum score as per Annex I and they will be treated as new comer.
- Green category seafarers will be mobilised and English competence will be reviewed with onboard/ashore manager after embarkation within 8 weeks

**Note:** English competence improvement requirements are entered into ShipSure and retesting and training plan shall be completed prior to next assignment.

## TEST RESULT: AMBER CATEGORIES

Amber category is applicable to Russia and Ukraine resident seafarers.

When the seafarer receives an improvement requirement on English competence, assessment team will conduct a further review to identify acceptable level of performance and then Recruitment team will conduct assessments and also the 'Language Learning Motivation Test' to determine if the candidate is acceptable for English Language training programme as per Annex II.

**Note:** Existing seafarers will not require retaking the tests unless they receive a negative feedback about their English competence.

Training department shall manage English Language training programme and also provide training capacity to Crewing to prioritise the seafarers from Amber category candidates who demonstrate that they are motivated to learn.

*Caution: Amber category seafarers will not be mobilised without proper training plan.*

Amber category candidates are required to improve their English level within two years, to meet minimum requirements in the “Green Category”. Training department shall conduct final tests if these candidate meet the Green category scores and graduate from the programme.

Both the English Language training requirement and the start date of training are to be logged in ShipSure.

Note: The cost of English language training for seafarers will be met by the training fund (IMTS).

### **Career Development and Promotion**

Group assessment team shall conduct promotion interviews in English. Any findings with English competence during the interview may cause the delay of promotion and the officer shall require to undertake the assessments to meet minimum requirement of new rank.

## Annex I – Minimum Scores for New hires

Level	RED		GREEN	
	Online Test	TOSE	Online Test	TOSE
Senior Officers Junior Officers	79% or lower	Lower Intermediate or lower	80% and above	Intermediate and above
E/O, ETOs	69% or lower	Elementary	70% and above	Lower intermediate and above
Ratings & Trainee Ratings	64% or lower	Elementary	65% and above	Lower intermediate and above
Cadets	79% or lower	Lower Intermediate or lower	80% and above	Intermediate and above

## Annex II – Minimum Scores for Existing Seafarers

Level	RED		AMBER		GREEN	
	Online Test	TOSE	Online Test	TOSE	Online Test	TOSE
Senior Officers Junior Officers	74% or lower	Lower Intermediate or lower	75% - 79%	Lower Intermediate	80% and above	Intermediate and above
E/O, ETOs	64% or lower	Elementary	65% or 69%	Elementary	70% and above	Lower intermediate and above
Ratings & Trainee Ratings	54% or lower	Beginner	55% – 64%	Elementary	65% and higher	Lower intermediate and above

*\*Minimum scores for Existing seafarers shall be deleted in December – 2020 and Annex I scores shall be required for all seafarers.*