

V.SHIPS SEAFARER ENGLISH LANGUAGE TESTING POLICY

1.0 SCOPE

- 1.1 English Language Testing (ELT) policy with respect to acceptable standards of English language ability of seafarers working on the vessels managed by the Company.
- 1.2 This document will be implemented from 1st March 2016 and replaces all previous versions.

2.0 TESTING

- 2.1 Prior to employment and as part of the recruitment process, sea-staff will be required to undertake Marlins assessments. The assessments should be taken under exam conditions, at a MOCO / Marlins Approved Test wherever possible (www.marlins.co.uk/approved-test-centres). The seafarer will be required to pass this assessment at a pre-determined level set by the Company in line with the respective demands of the rank in which the seafarer is to be employed.
- 2.2 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.
 - 2.2.1 Officers are required to pass both the online test and TOSE within the levels shown in the 'Scoring System' document (Annex II).
 - 2.2.2 Ratings are required to take both tests.
- 2.3 During the interviewing of seafarers, the Crew Supply Manager / Fleet Crew Manager shall conduct at least part of the interview in English to further ensure that an acceptable level of English ability is apparent. However, this is not a substitute for the Marlins English Language tests.

3.0 TEST RESULTS: RED, AMBER, GREEN CATEGORIES

- 3.1 Assessment results provide results in three categories. Please refer to the flow chart in Annex 1 of this document for the full procedure.
 - 3.1.1 Red category – candidates' English level does not meet the Company's requirement for the position: the candidate will not be accepted for V.Ships vessels (Refer to 3.3).
 - 3.1.2 Amber category - V.Ships Crewing will conduct a further assessment (the 'Language Learning Motivation Test') to determine if the candidate should be mobilised. Amber candidates who demonstrate that they are motivated to learn can immediately be mobilised and will be provided with English language training support by the MOCO.

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These candidates are required to improve their English level within two years, to meet Company requirements.

- 3.1.3 Green category – candidates' English language level meets or exceeds the company's requirement for the position. Candidates can be mobilised.
- 3.2 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.
- 3.3 For recruitment of ratings: wherever possible during the selection process, priority should be given to those ratings who achieve 'green' or 'amber' categories for both tests. If a rating passes the TOSE but does not achieve the recommended target level for the online test, he may be accepted for employment at the discretion of the Crew Supply Manager and Fleet Crew Manager.
- 3.4 The 'Language Learning Motivation Test' will be implemented by an assessor trained by Marlins, within the MOCO Crew Management department.
- 3.5 Cadets are exempt from the 'Language Learning Motivation Test': they should be recruited at the 'green category' level set by V.Ships.
- 3.6 Both the English Language training requirement and the start date of training are to be logged in ShipSure.

4.0 MARLINS APPROVED TEST CENTRES

- 4.1 All Marine Operations Crewing Office (MOCO) or Third Party Agent (TPA) shall obtain and maintain "Marlins Approved Test Centre" (ATC) status unless Global Crew Operations Director issues a waiver. The MOCO/TPA manager should liaise directly with Marlins to ensure compliance (contact details below). Where ATC status is not possible, this can be exempted by Global Crew Operations Director.

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5.0 RESPONSIBILITY

- 5.1 The MOCO/ TPA Managing Director / General Manager is responsible for compliance with the policy.
- 5.2 The relevant Crew Supply Manager / Fleet Crew Manager is responsible for maintaining seafarer records with respect to English language ability and for advising the client if a seafarer fails to meet the minimum score appropriate to rank or if no test has been undertaken for whatever reason. (See "Disclaimer" at foot of this document.)

6.0 VALIDITY

- 6.1 Seafarers will be required to demonstrate continuing competence in English language by undergoing Marlins English Language Testing at scheduled intervals, every two years.
- 6.2 More frequent testing may be carried out if an individual's ability has been called into question by any relevant authority, e.g. senior officer, superintendent or vessel inspector.
- 6.3 Results of both the online test and the TOSE should be kept on file for each seafarer and must be logged in ShipSure. A scanned copy of the Marlins TOSE Report form should also be added to ShipSure.

7.0 EXEMPTIONS

- 7.1 Seafarers whose mother tongue is English are exempt from the test. Seafarers who can provide documentary evidence that their schooling or professional education has been undertaken in English are exempt.
- 7.2 Officers holding competency certificates from countries where Maritime Training and Examination is conducted in the English Language are also exempt.
- 7.3 Seafarers who achieve 90% and higher in the computer-based test AND ALSO Upper Intermediate level in the Test of Spoken English are exempt from retesting, provided that:
 - a) they work for the company without a break
 - b) no complaint is received regarding their standard of English competence.
- 7.4 Ratings who achieve 80% in the computer-based test AND ALSO Intermediate level in the Test of Spoken English are exempt from retesting, provided that:
 - a) they work for the company without a break
 - b) no complaint is received regarding their standard of English competence.

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8.0 PROMOTION

- 8.1 Prior to promotion in rank the seafarer shall undertake a Marlins assessment at the level appropriate to the new rank.
- 8.2 The date between the effective promotion and the Marlins assessment appropriate to the new rank shall not exceed six (6) months.
- 8.3 For onboard promotions where testing cannot be undertaken, the seafarers previous test results can be used if they are within the previous 2-years, or; promotion is probationary until the contract completion and the seafarer is tested on the next leave period.

9.0 TRAINING FOR SHORE STAFF

- 9.1 The training of shore staff in TOSE will be delivered, controlled and audited by Marlins to an agreed schedule according to V.Ships ELT policy.
- 9.2 Any staff responsible for conducting TOSE or delivering English Language training, should be selected in consultation with Marlins. These staff should be trained at the earliest opportunity and in all cases within 3 months of employment.

10.0 ENGLISH LANGUAGE TRAINING FOR SEAFARERS

- 10.1 The Company will provide seafarers with access to English Language Training via shore based English Language Training courses and / or self-study:
 - 10.1.1 Shore based courses will be run at some MOCOs by English Language Trainers selected and trained by Marlins.
 - 10.1.2 Self-study will be provided via Marlins Study Packs and / or e-learning materials.

The cost of English language training for new and existing V.Ships seafarers will be met by the training fund (IMTS).

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CONTACTS

V.Ships	training@vships.com
Head of Seafarer Training	+44 141 243 2435
Marlins	info@marlins.co.uk support@marlins.co.uk (for technical support with online test)
Manager	+44 141 305 1370

Andy Cook
Global Crew Operations Director

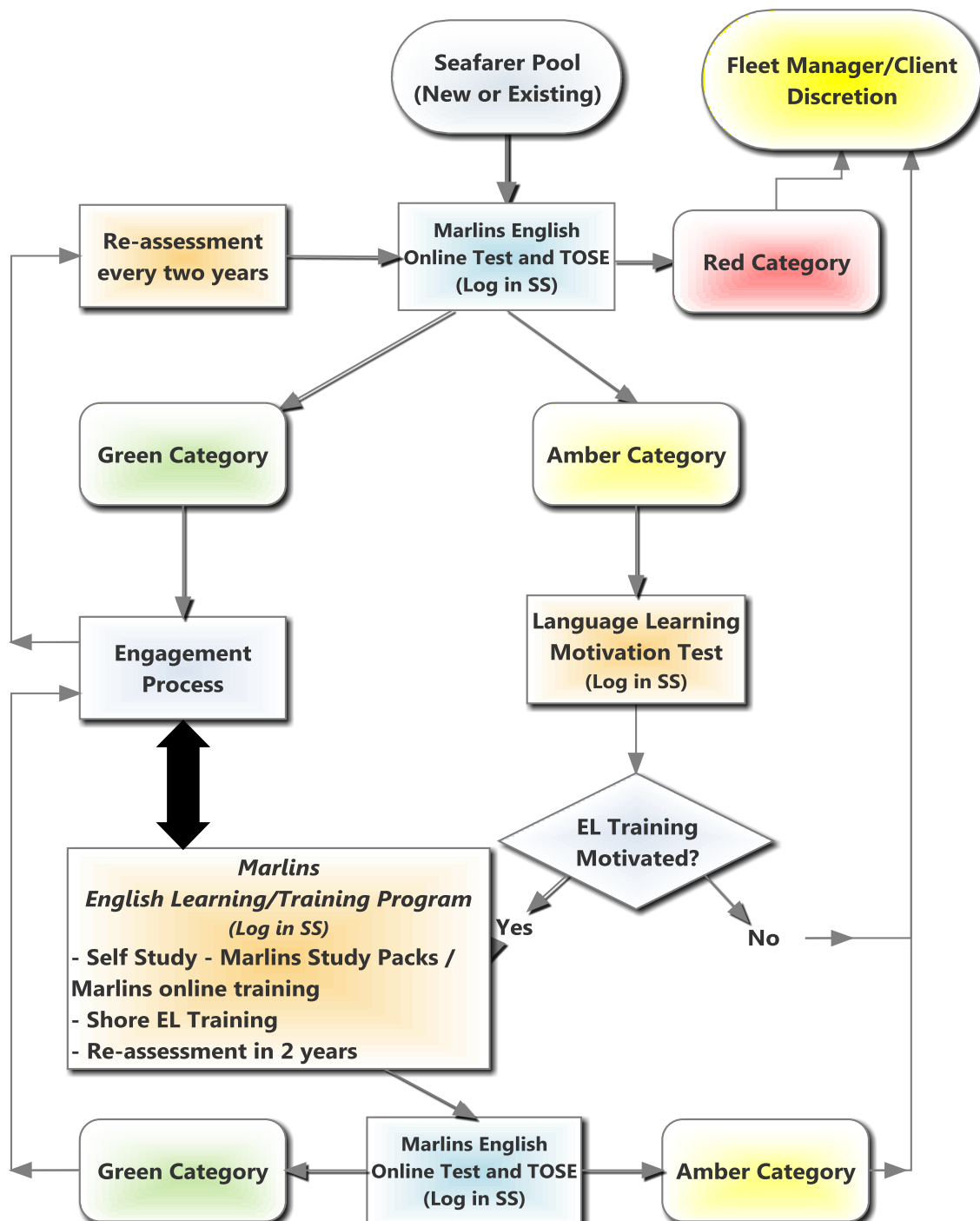
Disclaimer:

In special circumstances, the Fleet Manager will have the overriding authority to accept a seafarer embarkation and/or promotion, whose test results are unavailable or below the minimum standard. However, such authorisation must be formalised in writing and communicated to the respective MOTO and MOCO or Client prior to scheduling their embarkation or executing promotion.

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ANNEX I

Seafarer English Language Testing and Training Process



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Annex II

Level	RED		AMBER		GREEN	
	Online Test	TOSE	Online Test	TOSE	Online Test	TOSE
Master	74% or lower	Lower Intermediate or lower	75% - 79%	Lower Intermediate	80% and above	Intermediate and above
Chief Officer	74% or lower	Lower Intermediate or lower	75% - 79%	Lower Intermediate	80% and higher	Intermediate and above
2nd Officer	59% or lower	Elementary or lower	60% - 74%	Lower Intermediate	75% and higher	Lower Intermediate and above
3rd Officer	59% or lower	Elementary or lower	60% - 74%	Lower Intermediate	75% and higher	Lower Intermediate and above
Trainee Marine Cadets (Deck Cadets)	N/A	N/A	N/A	N/A	75% and higher	Lower Intermediate and above
Chief Engineer Officer	74% or lower	Lower Intermediate or lower	75% - 79%	Lower Intermediate	80% and above	Intermediate and above
2nd Engineer Officer / 1st Assistant Engineer Officer	59% or lower	Elementary or lower	60% - 69%	Lower Intermediate	70% and higher	Lower Intermediate and above
Electrical Technical Officer	59% or lower	Elementary or lower	60% - 69%	Lower Intermediate	70% and higher	Lower Intermediate and above
3rd Engineer Officer	59% or lower	Elementary or lower	60% - 69%	Lower Intermediate	70% and higher	Lower Intermediate and above
4th Engineer Officer	59% or lower	Elementary or lower	60% - 69%	Lower Intermediate	70% and higher	Lower Intermediate and above
Trainee Marine	NA	NA	NA	NA	75% and	Lower

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Engineers (Engine Cadets)					higher	intermediate and above
Trainee Electrical Engineers	NA	NA	NA	NA	75% and higher	Lower intermediate and above
Bosun	54% or lower	Beginner	55% – 64%	Elementary	65% and higher	Lower intermediate and above
AB (watchkeeping)	49% or lower	Beginner	50% - 54%	Elementary	55% and higher	Lower intermediate and above
AB	39% or lower	Beginner	40% – 44%	Elementary	45% and higher	Elementary and above
OS	39% or lower	Beginner	40% - 44%	Elementary	45% and higher	Elementary and above
Fitter / ER CPO	44% or lower	Beginner	45% – 54%	Elementary	55% and higher	Elementary and above
Petty Officer Electrician	54% or lower	Beginner	55% - 64%	Elementary	65% and higher	Lower Intermediate and above
ER (watchkeeping ratings)	44% or lower	Beginner	45% – 54%	Elementary	55% and higher	Lower intermediate and above
Pumpman	54% or lower	Beginner	55% – 64% and lower	Elementary	65% and higher	Lower intermediate and above
Wiper	39% or lower	Beginner	40% – 44%	Elementary	45% and higher	Elementary and above
Chief Cook	49% or lower	Beginner	50% – 54%	Elementary	55% and higher	Elementary and above
Galley ratings/ Messmen	39% or lower	Beginner	40% – 44%	Elementary	45% and higher	Elementary and above