



# Webcadet

**Instructions for the cadet's training officer**

Rev. 05.desember 2014



## Introduction

New STCW requirements have now been implemented, and the Norwegian cadet book in paper has now been replaced by Webcadet.

The 4 Maritime training offices in Norway have created a digital version of the cadet book, which has now been approved by the Norwegian Maritime Directorate.

Earlier the training officers' tasks were to:

- Approve experience/sea time
- Sign that he/she is the cadet's training officer
- Approve and sign all competence tasks

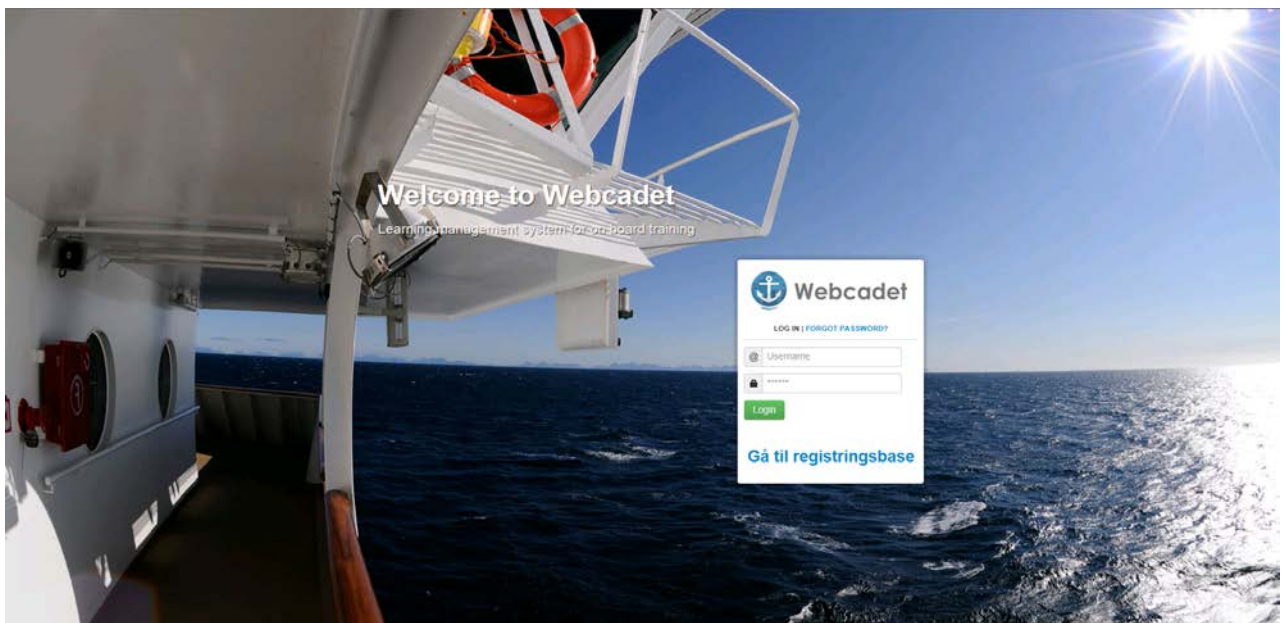
In Webcadet the training officer/instructor's responsibilities are to:

- Sign that you are a training officer for cadet
- Sign the ship familiarizations for the cadet
- Sign the tasks that the cadet has successfully completed

# Login

Log in on the website <https://webcadet.no/>

It is also possible to log in via our website: [www.maropp.no](http://www.maropp.no)



NB! When you log in as a user for the first time, click "Forgot Password", and then choose where you want to receive your password; by e-mail or SMS.

It is your **personal email address** which will be used.

# Dashboard

Dashboard

Recent events related to your profile

Competence's ready for approval

Nothing to sign at this time.

Shiptamiliarizations ready to be approved

Name

Nils Kadett

Ole Gunnar Kadett

Training officer requests by cadets

Cadet name	Ship	Period	Request sendt
Kadett, Ole Gunnar	M/S Barmio	10/21/14 - 10/26/14	3 hours ago

Cadets

Name	Profession	Required days at sea	Office
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Your latest events

1 Training officer request 3 hours ago by Ole Gunnar Kadett

All "tasks" that the training officer must approve will show on the dashboard.

- As a training officer, you can change your password here.
- The training officer can also change the personal information.
- Logout must be done here.
- Has the cadet any ship familiarization tasks to be approved?
- It is the cadet who "invite" the training officer to be connected. When you're "invited", it will pop up a request on your dashboard. You can then "Approve" or "Decline"

# Dashboard

The screenshot displays a dashboard interface for a training officer. At the top, it says "Dashboard" with a subtitle "Recent events related to your profile". Below this, there are three main sections:

- Competence's ready for approvement:** This section has a header with a notification badge showing the number "1". It contains a table with two columns: "Name" and "Ready for approvement". Under "Name", there is a user profile icon and the name "Kadett, Ole Gunnar". Under "Ready for approvement", there is a blue link that says "2 competences ready" with a left-pointing arrow.
- Training officer requests by cadets:** This section is currently empty and displays the text "No requests at this".
- Cadets:** This section contains a table with the following data:

Name	Profession	Re
Kadett, Ole Gunnar	Engine cadet	18

At the bottom of the dashboard, there is a section titled "Your latest events".

When the training officer has approved the request from the cadet, the dashboard will look like this.

- Here the training officer will see if there are any competences ready to be approved for the cadet.
- Which cadet (s) you have a follow-up responsibility for.

## How to approve the tasks:

Approve competences for Ole Gunnar Kadett  
You have 3 previous approvals and 2 competences ready for approval for Ole Gunnar Kadett's

1. Safety Familiarisation 2. Machinery at an operational level 3. Electric and electronic instal... 4. Maintenance and repair at an o... 5. Vessel operation control and c...

### Machinery at an operational level

Use handtools and measuring instruments to dismantle, maintain, repair and assemble ship machinery and equipment.	(not ready for approval)	4 / 4 assignments done
Use handtools, electrical and electronic measuring and testing instruments to locate errors and for maintenance and repa...	(not ready for approval)	1 / 16 assignments done
Practice safe engine room watch duty (STCW Code, Table A.III/1).	(not ready for approval)	2 / 36 assignments done
Service the main machinery and auxiliary machinery and related control systems (STCW Code, Table A.III/1).	(not ready for approval)	1 / 23 assignments done
Service the pump systems and associated control systems (STCW Code, Table A.III/1).	(not ready for approval)	1 / 10 assignments done

Approve competences

### Previous approvals from training officer

06/18/14	Instruktor, Oia	Use suitable tools for machine assembly and repair typically done on board a vessel. (STCW Code, Table A.III/1).	(Assessment complete, can not be edited)
06/18/14	Instruktor, Oia	Use written and oral English (STCW Code, Table A.III/1).	(Assessment complete, can not be edited)

- Red figures show where the cadet has finished the questions, and they are ready to be approved.
- Light blue indicates that these tasks are ready for approval.
- By clicking on the blue eye you can read what the cadet has answered on the tasks.
- Sign the task(s) when you are satisfied with what the cadet has shown and answered. Click on "approve competence»
- White competence shows that the cadet has started to answered, but it is not ready for approval.

# How to approve ship familiarization:

Shipfamiliarization for M/S Bømlo

Assignment		
When and where was the vessel constructed?	(Last updated: 2014-10-23)	★
The ship info (Dimensions /capacities):	(Last updated: 2014-10-23)	★
Describe the vessel's navigation and communications equipment	(Last updated: 2014-10-23)	★
Describe the vessel's rescue equipment	(Last updated: 2014-10-23)	★
Describe the vessel's fire detection and extinguishing equipment	(Last updated: 2014-10-23)	★
Describe the vessel's environmental safety equipment	(Last updated: 2014-10-23)	★
Mooring equipment/ anchors (numbers /dimensions):	(Last updated: 2014-10-23)	★
Cargo handling (Crane /no og /SWL)	(Last updated: 2014-10-23)	★
Main engine(Type /dimensions /capacities)	(Last updated: 2014-10-23)	★

Approve now?

- To see what the cadet has answered, clicked on the "blue eye"
- Ship familiarization approval by clicking "Approve now?"


**NB! The cadet must enter data about the ship before it can be approved of the company.**




# My Details

**Webcadet** Norwegian English Your events (10) Rederi Maropp Ola Instruktør

## Ola Instruktør's training officer details

Person details	
	
Name	Ola Instruktør
Email	instruktør@maropp.no
Mobile	
Phone	
Last login	just now

Carrier details	
	
Name	Rederi Maropp
Email	rederi@test.no
Phone	
Mobile	97076276
Address	kapteinveien .
Orgnr	123456789
Relation start	06:15:09
Relation end	No end date

Development and design  
**innit**

Here the training officer has an overview of personal details and company details.

# My cadets

The screenshot shows the 'Webcadet' interface. The top navigation bar includes 'Webcadet', language options (Norwegian, English), 'Your events (10)', 'Redet Maropp', and 'Ola Instruktør'. The left sidebar contains 'Dashboard', 'My details', 'My cadets', and 'Assets'. The main content area is titled 'My cadets' and shows 'You have 1 active relations'. Below this is a table with the following data:

Name	Profession	Ready for approval	Office	Progress	Relation end
Kadett, Ole Gunnar	Engine cadet	2 competences ready	Maropp	133 of 180 days	10/26/14

Below the table, the section 'Upcoming cadets' displays the message 'You have no upcoming cadets'. The footer of the interface includes the text 'Development and design' and the 'innit' logo.

Here is the list of cadets you have a follow-up responsibility for.