

Guide for instructors

- Start-up and use



WEBLÆRLING

Maritimt Opplæringskontor Sør/Vest Norge

Smedasundet 97B, 5525 Haugesund

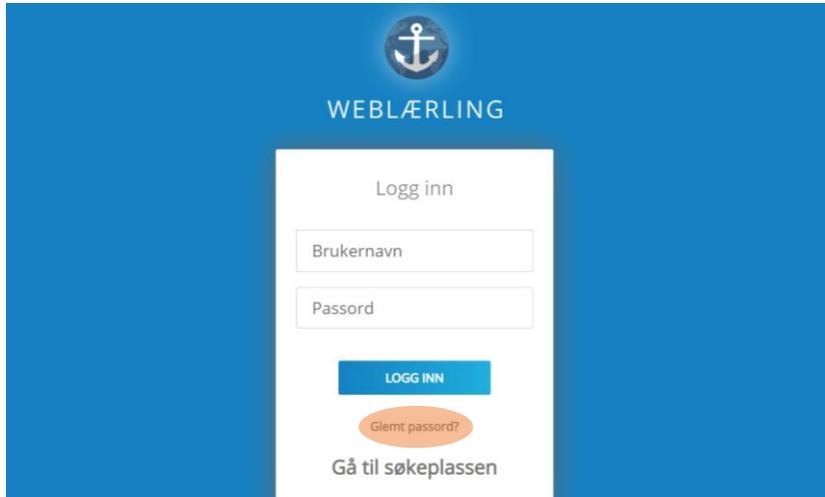
52 70 89 20

post@maropp.no

Revised December 2020

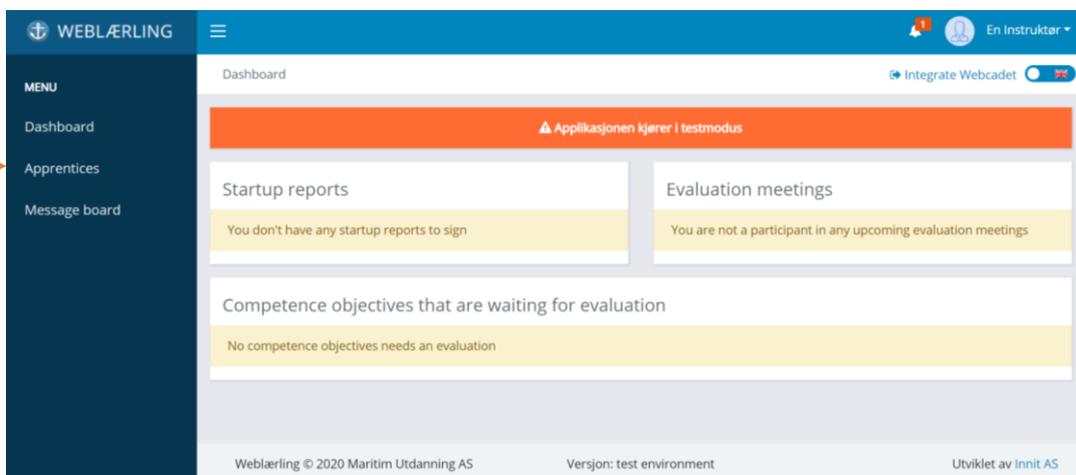
Login instructions

- Go to www.weblarling.no
- Username: Your private email address
- Password: You must request a new password by using the “forgot password” function



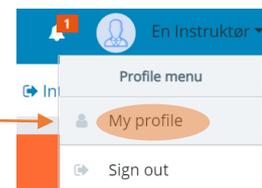
You must check your trash box if you do not receive a password.

When you have logged inn, you will see this screen:

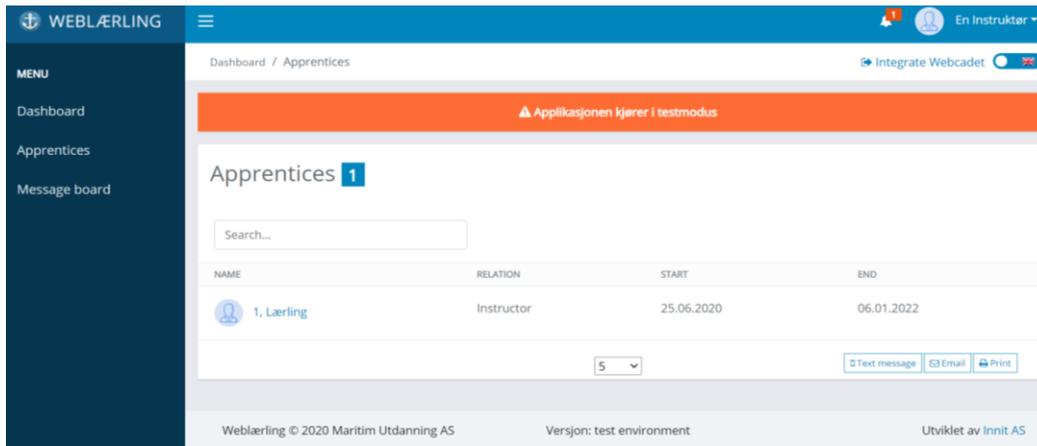


NB: The received password you got earlier is for one time use only, and you must create a new personal password yourself by following the instructions below:

- Press the arrow to the right of your name
- Go to “My profile”
- Change your personal details, like password, email, phone etc.

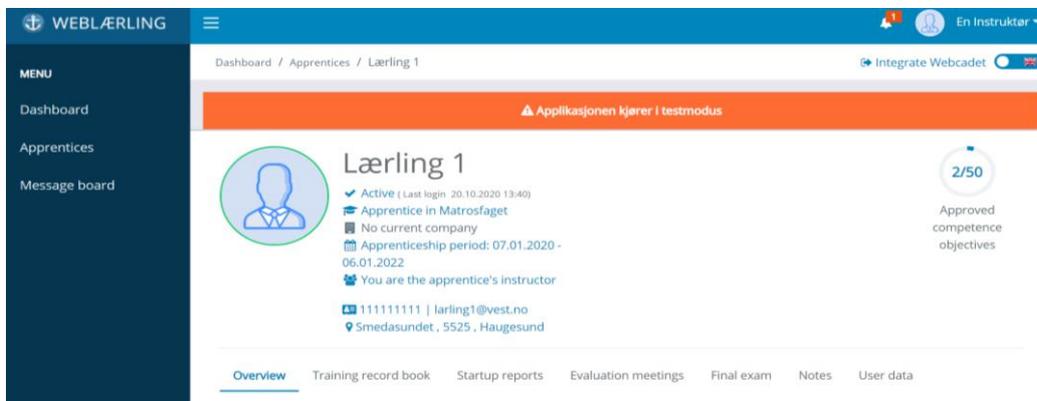


To get an overview of your apprentices you must press “Apprentices” in the menu on the left.



Press on the apprentice you want to look closer at.

In the apprentice's profile you will see a series of tabs.



Explanation of what the different tabs contain:

Overview

Current ship: Here you will be able to see which ship the apprentice is affiliated with.

Relations: Here you will be able to see all relationships the apprentices have. For example, instructor, co-instructor etc.

Training record book

On each line there is a competence goal. To open it, press on the competence goal and read the text.

There are also two columns to the right of the picture. The first column gives you indication of the apprentice's self-assessment. The second column gives you an indication of the instructor's assessment.

Each competence goal contains four categories of assessment criteria:

1. Beginner

2. Under development

3. Competent

4. Outstanding

If an apprentice has considered himself to be in category three and you do not agree and consider the apprentice to be in category one or two, then the circle belonging to the competence goal will be marked orange. It means that the competence goal is not approved.

In this case you must give the apprentice a feedback either through the system or verbally. A feedback through the system is preferable, and you must give a reason of your decision.

If you agree with the apprentice's self-assessment and you consider the apprentice as category three or four, then the circle belonging to the competence goal turns green and the competence goal will be approved.

How do you know when an apprentice has done a self-assessment?

Once the apprentice has logged in to evaluate an assignment, the instructor will be notified by Weblærling that the apprentice has made an evaluation and request evaluation by the instructor. Press on the warning bell at the top right and you will get into the competence objective the apprentice has submitted for evaluation. When the instructor has evaluated the apprentice, the apprentice will get a notification. If the competence goal is not approved by the instructor, the apprentice must ask for a new evaluation. It is easy to understand whether the competence goals are approved or not.

The screenshot shows the 'Motormannfaget' system interface. On the left is a dark blue sidebar menu with items: MENU, Dashboard, Apprentices, Carriers, Employees, Curricula, Message board, Activities, Reports, Applications, and Tilskudd. The main content area has a header 'Motormannfaget' and a legend: 'Written assignments must be answered, practical can be answered', '* A*: Apprentice's evaluation', and '* I*: Instructor's evaluation'. Below is a table with columns for assignment details, 'Assignment type', 'A' (Apprentice's evaluation), and 'I' (Instructor's evaluation). The table lists 10 safety-related tasks, most with green circles in both columns, and one with an orange circle in the 'A' column and a green circle in the 'I' column.

Assignment	Assignment type	A	I
1.1 Perform work and functions according to health, environment and safety. Electrical safety	practical	○	○
1.2 Perform work and functions according to health, environment and safety. Lockout/tag-out	practical	○	○
1.3 Perform work and functions according to health, environment and safety. Mechanical safety	practical	○	○
1.4 Perform work and functions according to health, environment and safety. Working aloft	practical	○	○
1.5 Perform work and functions according to health, environment and safety. Working in enclosed spaces	practical	○	○
1.6 Perform work and functions according to health, environment and safety / Retrieve and use product and HES data sheets and describe guidelines for storing and labelling of chemicals and biohazard materials.	practical	○	○
1.7 Perform work and functions according to health, environment and safety. Personal safety equipment	practical	○	○
1.8 Perform work and functions according to health, environment and safety. Knowledge of procedures for safe loading, unloading, stowage, and securing of stores	practical	○	○
1.9 Explain how the ISM Code affects the daily operations	written	○	○
1.10 Describe his/her emergency situation responsibilities / Operate emergency equipment, apply emergency procedures, and give account of his/her emergency duties	practical	○	○

As mentioned before, you should leave a comment if the apprentice does not get the approved goal. The reason of this is to tell the apprentice what he / she must work on to get the competence goal approved. When you press on one of the evaluation boxes will the comment field appear. Remember to save when you have finished the review.

Function : Controlling the operation of the ship and care for persons on board at the support level - Table A-I/5

STCW competence : Apply occupational health and safety precautions

STCW reference : Working knowledge of safe working practices and personal shipboard safety, including: Mechanical safety

Assignment type : practical

Goal for the training

Level	Beginner	Under development	Competent	Outstanding
	Has some knowledge about mechanical safety and necessary safety equipment	Can participate in work under expert guidance	Can plan and carry out work in a safe manner in accordance with the ship's procedures Can consider proper safety equipment Can follow the ship's work routines	Can plan and carry out work in a safe manner in accordance with the ship's procedures Can suggest corrective action in case of a nonconformity Can consider proper safety equipment Can follow the ship's work routines
Apprentice's evaluation	Evaluate as beginner	Evaluate as under development	Evaluated as competent By Jørn Arvid Arnesen 16/12/2019	Evaluate as outstanding
Instructor's evaluation	Evaluate as beginner	Evaluate as under development	Evaluated as Competent Repeat evaluation?	Evaluate as outstanding

Startup reports

When you are assigned a new apprentice, you will also be able to access the startup report. It must be signed (electronically in the program) by you as an instructor and by the apprentice. When the report is signed by both parties the apprentice will be able to access the training record book.

Evaluation meetings

You are required to have a meeting with the apprentice every six months, as stated in the Education Act.

To create a report, you must do following:

- Go to half year evaluations
- Press on the cross to the right of the field
- Enter the date of when the meeting is to take place and remember to save
- If you want other people than you and the apprentice to attend on the meeting, you can invite them by adding more names under "Participants". Remember to save
- Now you have created the report and the meeting can begin. It is important to keep in mind that it is you (the instructor) who should complete all the fields, including those that the apprentice gives feedback on. Remember to save
- When the meeting has taken place, the apprentice must go to the half year assessment and sign the report. Once the apprentice has signed, the report is completed

NB: Dates for the evaluations:

First year: 31.12 & 30.06

Second year: 31.12 & 15.05

Final exam

Here you will find information about the date of the exam.

Notes

Under “Notes” you will find notes that has been made for the apprentice. It can be a record of ship visits, logged meetings the training office had with the apprentice, etc.

User data

All personal information is under the “User data” tab. The apprentice has to make changes personally if he/she has changed their address, phone number or email.