

WEB APPRENTICE - USER GUIDE FOR INSTRUCTORS



March 2026

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Log in

Web-address: <https://weblarling.no>

The first time you log in, use your email address as your user ID. This is normally the private email address you are registered with in Weblærning. Then select “Forgot password” to receive a link that allows you to create your own password. Follow the instructions to set your password.

To change the language in the training book, click the flag symbol in the top right corner after logging in to your page. You can only choose between Norwegian and English. See the next page.

When you log in to Weblærning, you will always arrive at the dashboard.

Dashboard



The menu on the left contains several functions. An overview is provided below:

My apprentices

Here you can see which apprentices you are the instructor for.

Start-up reports

When an apprentice has created a start-up report, it will be missing your signature. It will then appear here and must be signed by you as the instructor (make sure you have completed and understood what you are signing).

Notice board

The training office will post relevant information here that may also be useful to you as an instructor, for example a user guide for Weblærning.

My profile

Here you can go in and change your information.

What the dashboard contains

Change language

WEBLÆRLING

Overview

My apprentices

Start reports

Notice board

My profile

Switch to Webcadet

Logout

Maritim Utdanning

Instructor Johan W Matheson

Hi, Johan W

23. mars 2026

Start reports for signing

MO Sun
Testrederi Sarast

Apprentice
Liv Ugland

Load and sign

Apprentice books ready for your assessment

Bok (2)	Name	Ready for a... ↓	Updated since last assessment
AB Deck	Johan W Matheson	3	0
AB Deck	Liv Ugland	2	0

Rader per side: 20 1-2 of 2

The dashboard shows your latest activity. It contains the following:

Start-up report for signature:

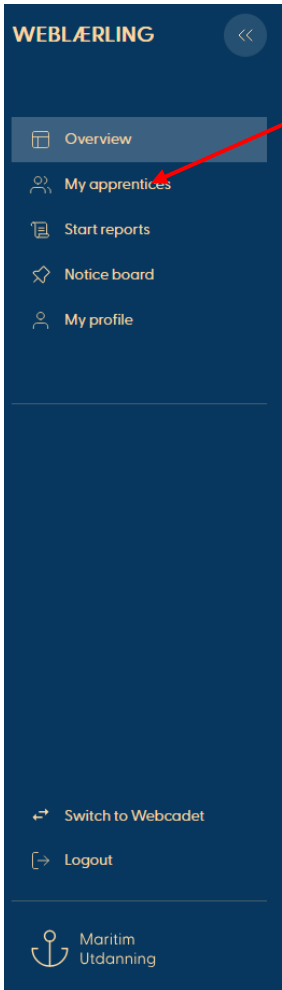
When an apprentice has created a start-up report, you will be able to see it here – see the green arrow.

Training books with tasks ready for your assessment:

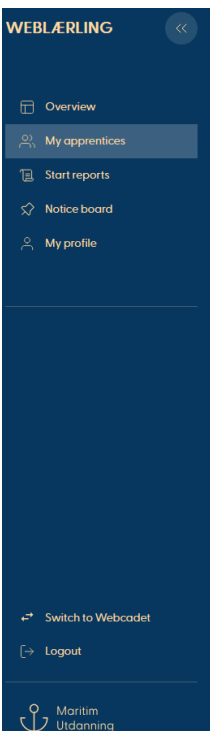
Here you can see which tasks are ready for review – see the red arrow.

View the apprentice's profile




Click **My apprentices**. You will then see the image below.



Click the name of **the apprentice** you want to view.



The 'My apprentices' page in the WEBLÆRLING system. The page title is 'My apprentices'. Below the title is a search bar labeled 'Search by name' with a search icon. Below the search bar is a table with three columns: 'Name (3)', 'Relation', and 'Start' and 'End'. The table contains three rows of data. A red arrow points from the text 'Click the name of the apprentice you want to view.' to the name 'Johan W Matheson' in the first row.

Name (3)	Relation	Start	End
 Johan W Matheson	Instructor	06/17/2025	06/16/2027
 Liv Ugland	Instructor	05/01/2025	08/01/2027
 Liv K Ugland	Co-instructor	06/17/2025	06/16/2027

At the bottom right of the table, there is a pagination control: 'Rader per side: 20' and '1-3 of 3' with navigation arrows.

You will now see the apprentice's profile:

Johan W Matheson

In training

johan.matheson@maropp.no +47 93 85 17 37 Gamleveien 31, 3121, NØTTERØY, Vestfold Norway 03/23/2026, 09:14 AM

Testrederi Sørøst MO Tankbåt Matrosfaget

Overview Training book Half-year evaluations Startup reports Notes Final exam

Company periods

Company	Training office	Status	Start	End
Testrederi Sørøst	Maritim Opplæring Sørøst	Active	06/17/2025	06/16/2027

Relations

Subject heads
No assigned subject head

Instructor
Johan W Matheson

Co-instructors
No assigned co-instructor

Employee representatives
No assigned employee representative

HR manager
No assigned hr manager

Main consultant
Johan W Matheson

Current ship

Ship
MO Tankbåt

On board since
05/25/2025

Startup report
Signed

Instructor Apprentice

The overview shows, among other things

- Current ship
- Startup report signed
- Subject heads
- Instructor and co-instructor
- HR manager
- Main consultant at MO
- Next of kin information

Next of kin information

No information

Johan W Matheson In training

✉ johan.matheson@maropp.no ☎ +47 93 85 17 37 📍 Gamleveien 31, 3121 NØTTERØY, Vestfold 🇳🇴 Norway 🕒 03/23/2026, 09:14 AM
 ⚓ Testrederi Sørøst 🚢 MO Tankbåt 📄 Matrosfaget

Overview Training book Half-year evaluations Startup reports Notes Final exam

Company periods

Company	Training office	Status	Start	End
Testrederi Sørøst	Maritim Opplæring Sørøst	● Active	06/17/2025	06/16/2027

Training book

Shows all competence goals and tasks the apprentice must complete during the apprenticeship period.

Half-year assessment

Every six months, the apprentice must have a half-year assessment. You must create it as the instructor. We will return to this later.

Start-up reports

The vessel the apprentice is on is shown here.

Remember: The apprentice must create the report. Both you as the instructor and the apprentice must sign it to gain access to the training book. If you receive an error message after signing, refresh the page. **Note: Make sure you have read and understood what you are signing.**

Notes

This is where, for example, minutes from ship visits and other information will be stored.

Trade test

Overview of when the apprentice is registered for the trade test. This information will normally not be available until at least 2–3 months before the trade test is to be carried out.

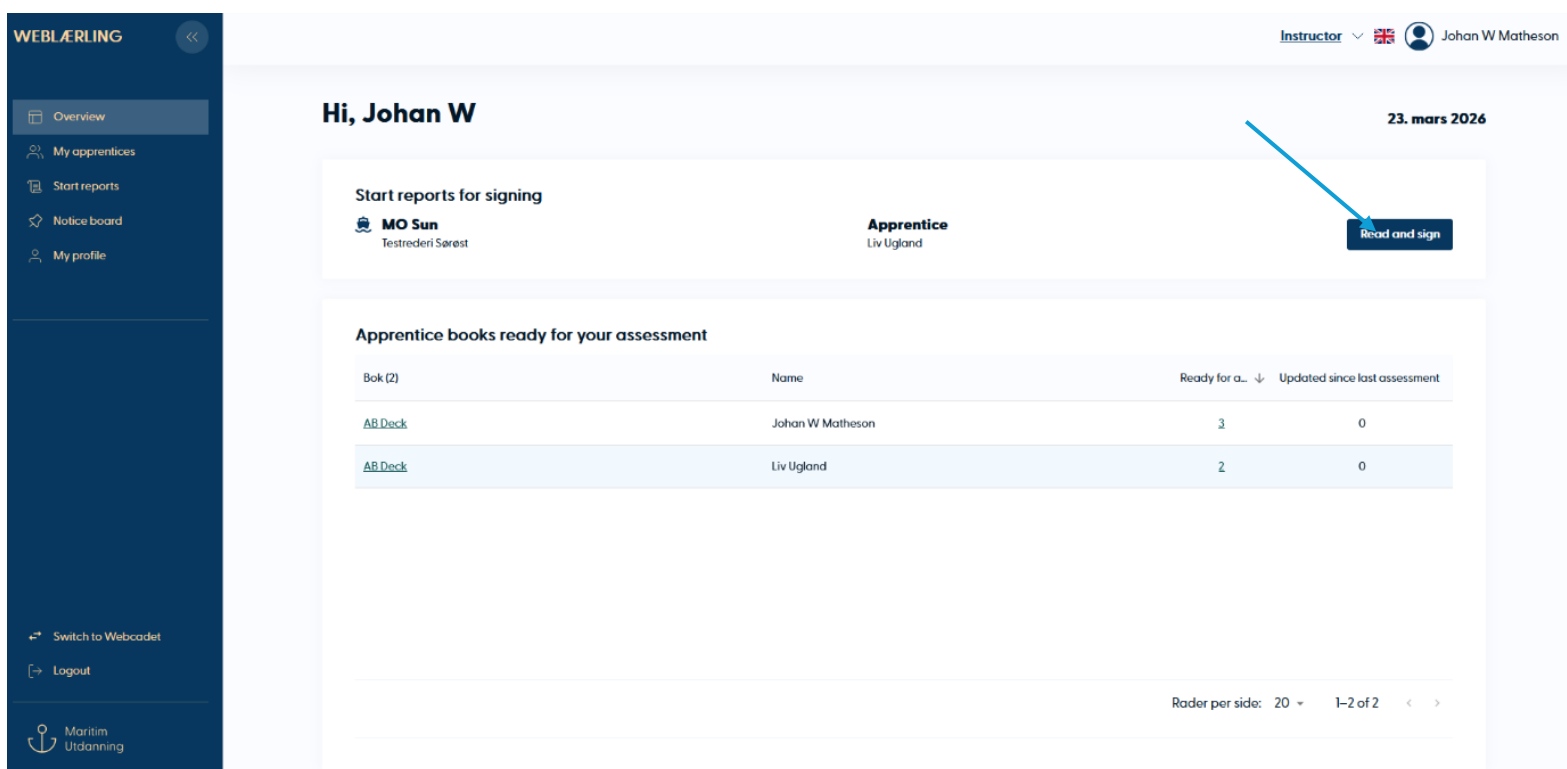
Sign the start-up report

When an apprentice comes on board, he or she must create a start-up report.

When the report has been created by the apprentice, you as the instructor must sign it. To sign, do the following:

Go to the dashboard and click where it says “Read and sign”.

The apprentice must sign from their own login in Weblærning.



The screenshot shows the Weblærning dashboard for an instructor named Johan W Matheson. The dashboard is titled "Hi, Johan W" and shows the date "23. mars 2026". The main section is "Start reports for signing" and features a card for "MO Sun" (Testrederi Sørøst) with an apprentice named "Liv Ugland". A blue arrow points to a "Read and sign" button in the top right corner of this card. Below this, there is a section titled "Apprentice books ready for your assessment" with a table showing two books: "AB Deck" for Johan W Matheson and "AB Deck" for Liv Ugland. The table has columns for "Bok (2)", "Name", "Ready for a.. ↓", and "Updated since last assessment". At the bottom of the dashboard, there are navigation options: "Switch to Webcadet", "Logout", and "Rader per side: 20" with "1-2 of 2" items.

Bok (2)	Name	Ready for a.. ↓	Updated since last assessment
AB Deck	Johan W Matheson	3	0
AB Deck	Liv Ugland	2	0

See the next page

The following image will appear:

Start report ×

Apprentice: Liv Ugland
Instructor:

Description

The start-up report must be completed no later than 14 days after embarking on board.

The apprentice will not gain access to the training record book until both the apprentice and the instructor have signed the start-up report.

If you have any questions regarding the start-up report, please contact your training office.

Confirmation

I, as the instructor/training supervisor, confirm the following:

- I have familiarized myself with the curriculum/training record book for the relevant subject I will be instructing
- I have received an introduction to Webblærling
- I have received relevant information about the apprenticeship system from the training office
- The apprentice has completed internal safety familiarization
- The apprentice has been informed of their duties in an emergency situation
- The apprentice has submitted a valid medical certificate

Confirm before signing

Tick “Confirm before signing” as shown by the red arrow and click “Sign” as shown by the purple arrow.

The report is now completed from your side. When both have signed, the apprentice will be able to start in the training book.

The training book

Click the apprentice you are going to approve (see the red arrow in the image below) and you will go directly to the training book.

About the training book: The training book is based on all the competence goals in the curriculum for the subject and STCW requirements (this applies to AB deck, ship AB engine and maritime electrician). Within each competence goal there are tasks the apprentice must answer. All tasks marked with a pencil must be answered in writing. Tasks marked with a hand shall/can be done practically. **Remember that you as the instructor may require the task to be answered in writing, regardless of whether it is marked as practical in Weblærling or not.**

When an apprentice has completed a competence goal, it will appear on the dashboard, as shown by the red arrow.

How to approve competence goals

To approve competence goals, do the following:

Click the apprentice, see the green arrow.

Hi, Johan W

23. mars 2026

Start reports for signing

 **MO Sil**
Testrederi Sørøst

Apprentice
Johan W Matheson

Read and sign

Apprentice books ready for your assessment

Bok (2)	Name	Ready for a. ↓	Updated since last assessment
AB Deck	Johan W Matheson	3	0
AB Deck	Liv Ugland	2	0

You will then go directly into the training book, see the image below.

As an instructor, you can filter by several topics, such as:

- Ready for review
- Approved
- Not answered
- Improvement required
- Draft – as the arrows show

AB Deck

0% 0 approved tasks



1: Explain alarm systems in connection with notification and carrying out one's own emergency function in an emergency situation on board.

1.1 Why do we have an emergency plan (alarminstruks), and where is it located on your vessel?	Improvement required		▼
1.2 Explain what alarm signals you have on board.	Ready for assessment		▼
1.3 You must be able to report to the correct muster station in an emergency.	Ready for assessment		▼
1.4 What are your duties in an emergency situation?	Improvement required		▼
1.5 What communication equipment is available on board, and how is it used correctly?	Not answered		▼

2: Assess and use personal protective and safety equipment based on the work tasks.

2.1 What is personal protective equipment (PPE)?	Ready for assessment		▼
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This gives you an overview of what has been done and what is missing. Each task within the competence goals contains two assessment criteria. As the instructor, you must decide whether the apprentice has sufficient knowledge for you to approve the competence goal. (Competent)

Approvement of tasks

Here you have two options. You can either scroll down the menu and see what is ready, as shown by the red arrow, or you can use the filter option and filter for what is ready for review, as shown by the blue arrow. Even so, we assume that the apprentice and you, as the instructor, speak together so that you are aware of what is ready for review.

AB Deck

0% 0 approved tasks

[Ready for assessment](#) [Approved](#) [Not answered](#) [Improvement required](#) [Draft](#)

1: Explain alarm systems in connection with notification and carrying out one's own emergency function in an emergency situation on board.









1.1 Why do we have an emergency plan (alarminstruks), and where is it located on your vessel?	Improvement required	👤	▼
1.2 Explain what alarm signals you have on board.	Ready for assessment	✍️	▼
1.3 You must be able to report to the correct muster station in an emergency.	Ready for assessment	✍️	▼
1.4 What are your duties in an emergency situation?	Improvement required	✍️	▼
1.5 What communication equipment is available on board, and how is it used correctly?	Not answered	✍️	▼

2: Assess and use personal protective and safety equipment based on the work tasks.

2.1 What is personal protective equipment (PPE)?	Ready for assessment	✍️	▼
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In this case, we know that the apprentice is ready with a task.

2: Assess and use personal protective and safety equipment based on the work tasks.


2.1 What is personal protective equipment (PPE)?	Ready for assessment 	
2.2 Who is responsible for the personal protective equipment and where/how is it stored?	Not answered 	
2.3 Who is responsible for ensuring that personal protective equipment is used and in proper condition?	Not answered 	
2.4 What protective equipment should be used for the various work operations on board?	Not answered 	

Click the task you are going to approve, as shown by the blue arrow, and you will see the image below.

2: Assess and use personal protective and safety equipment based on the work tasks.

2.1 What is personal protective equipment (PPE)? Ready for assessment  

Apprentice's assessment


Competent  Sist oppdatert: 12/09/2025.

Answer

Det som beskytter meg mot skader i arbeidet; hansker og hjelm.

Your assessment

Under development 
Familiar with the equipment, but unsure about its area of use.

Competent 
Can identify the protective equipment by name, know when it should be used, and how it provides protection.

Add comment +

Save

(NB! The program itself does not translate the answer, so if it is given in Norwegian the answer will stay that way)

Here you will see how the apprentice has assessed themselves and what he or she has answered.

In this case, the apprentice has assessed themselves as “competent”, see the blue arrow.

There are two levels and the assessment criteria are listed under each level. Read through them and click the level you believe the apprentice is at. If you click “Under development”, the apprentice needs more training and is not finished with the task. Here you must leave a comment explaining what the apprentice needs to work more on. The task will then be marked as “Improvement required”.

If you click Competent, the task is approved.


The task is then approved and “locked”, and the apprentice cannot add more information.

If the apprentice wants to change the answer, you can send the task back for revision, and the task must then be approved again.

Create a six-month assessment

As an instructor, it is your duty and responsibility to create the “Half-year evaluation” together with the apprentice. A total of 4 assessments must be completed during the apprenticeship period. The program will remind you 1 month before each evaluation.

To create an assessment, click the name of the apprentice who is to have an assessment, and click “Half-year evaluation” as shown by the blue arrow.



Johan W Matheson

johan.matheson@maropp.no [+47 93 85 17 37](tel:+4793851737) [Gamleveien 31, 3121, NØTTERØY, Vestfold](#) [Norway](#) [03/24/2026, 09:20 AM](#)

[Testrederi Sørøst](#) [MO Sil](#) [Matrosfaget](#)

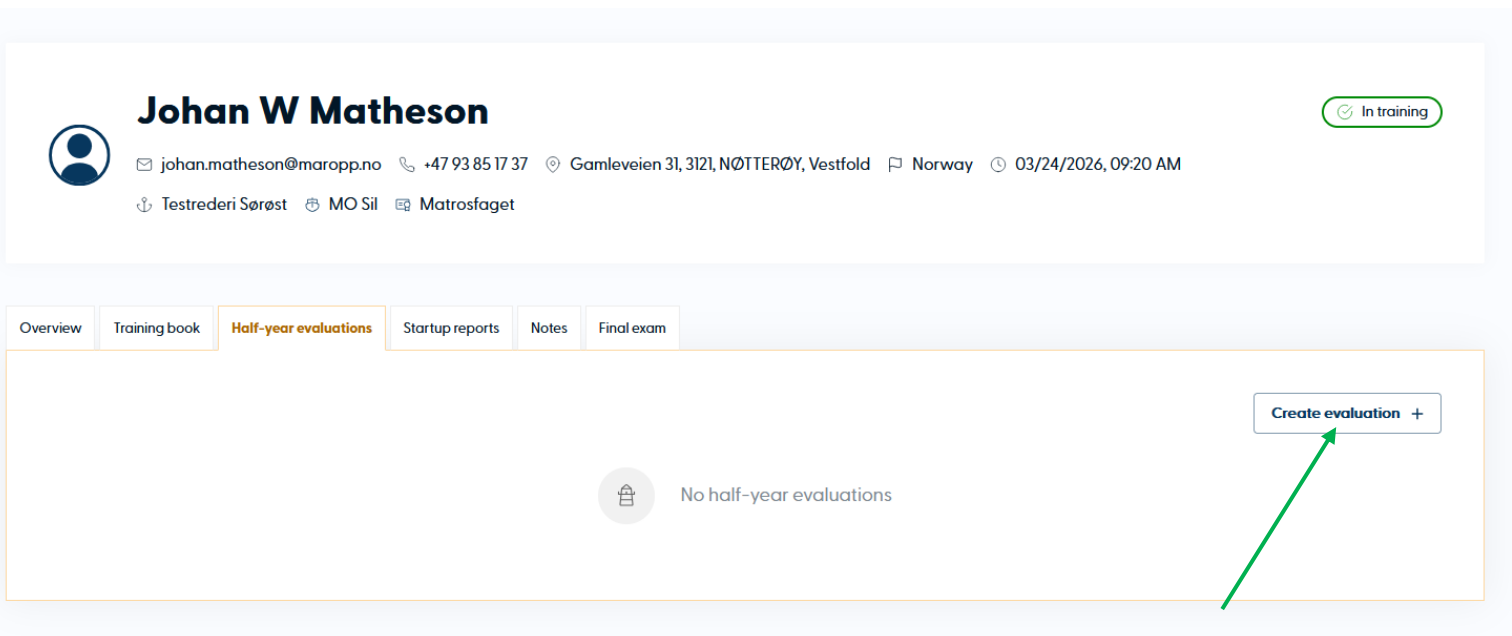
In training

Overview **Training book** **Half-year evaluations** Startup reports Notes Final exam

Company periods

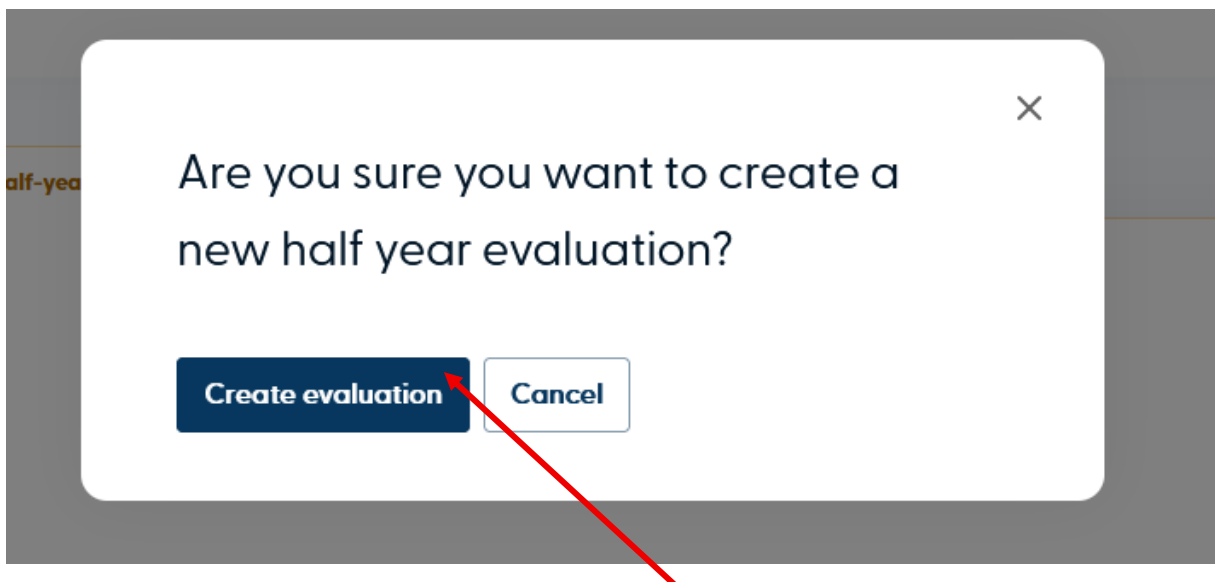
Company	Training office	Status	Start	End
Testrederi Sørøst	Maritim Opplæring Sørøst	● Active	06/17/2025	06/16/2027

You will then see the following image:



Click Create evaluation as shown by the green arrow

You will see the following image




Click “Create evaluation” and the program will create a new six-month assessment, see the image below.

Click the relevant assessment to get started.

Evaluation 1

Evaluation 1

Date of meeting: 03/24/2026 


Status: Ongoing

Why evaluation meetings

Participants

Created by: Johan W Matheson

Apprentice: Johan W Matheson

Other participants: Nobody 









Here you can also change the date for when the assessment is to take place, see the blue arrow.

Together with the apprentice, you must complete the assessment, and when it is ready, the apprentice must sign the assessment. Remember that all questions marked with * must be answered in order to save the assessment and allow the apprentice to sign. **The apprentice must then go into their profile in Weblærning to do this.**

Create a deadline

Open the task you want to set a deadline for

2: Assess and use personal protective and safety equipment based on the work tasks.

2.1 What is personal protective equipment (PPE)?	Ready for assessment 	
2.2 Who is responsible for the personal protective equipment and where/how is it stored?	Not answered 	
2.3 Who is responsible for ensuring that personal protective equipment is used and in proper condition?	Not answered 	
2.4 What protective equipment should be used for the various work operations on board?	Not answered 	

Click “Create deadline” as shown by the red arrow. Enter the date and click Save.


2: Assess and use personal protective and safety equipment based on the work tasks.

2.1 What is personal protective equipment (PPE)?

Ready for assessment 



2.2 Who is responsible for the personal protective equipment and where/how is it stored?

Not answered 



Create deadline

Learning objectives

Under development 

Know where it is located, but unsure who is responsible for ordering and storage.

Competent 

Know who is responsible for the protective equipment on board and know where and how the equipment is stored.