Instructional Standards Policy

Purpose: Morash Port and Security training instructors have endorsed the following policy for the purpose of setting a high standard of training for the instruction of its suite of courses and to engage "good business practices". These efforts are to ensure a valuable offering to students with experienced trainers, up to date course material, and internal auditing of its training activities for student feedback, enhancing course delivery and reviewing its good business practices for quality and continuous improvement.

Good Business Practices:

Review Committee

The company has a review committee established and under this policy shall commit to maintaining this committee. The committee shall review training course materials and other related training matters at least once yearly. This session will include review of training material for the next upcoming year. Other committee reviews may be arranged for the implementation of a new course offering.

The current members of the committee are made up of Jack Gallagher, Juri Kasemets and Richard Morash.

Administrative and Operating Systems

Morash Port and Security shall maintain its home office and online company website to service its clients. The company shall commit to providing these services in a professional and timely manner. Administrative and operating systems shall ensure the client information and associated training records are always kept confidential and secure.

Training Facilities and Equipment

It shall be the policy of Morash Port and Security to use training facilities and equipment that are fully satisfactory to the class size and provide suitable facilities, instructional tools and training equipment. Furthermore, any opportunity to enhance the classroom learning experience will be considered.

Library Materials and Resources

Morash Port and Security will continue to add resources to its collection of library materials.

Instructor Qualifications and Experience::

Richard Morash P. Eng., (Principal Instructor):

The principal instructor has many years of experience instructing Ship Security Officer training and is in his 10th year of delivering maritime security services. Included with these 10 years of instructional experience, is a wealth of practical knowledge in the maritime industry. This includes over 30 years of professional experience working with vessels, marine facilities and ports. In 2005, he received "Train-the-Trainer" recognition from representatives of the International Maritime Organization. In addition to training services, he has completed numerous security assessments and security plans for vessels and marine facilities across Canada. Visit www.portandsecurity.com

Captain Jack Gallagher, Master Mariner (Associate Instructor)

Captain Jack Gallagher is a graduate of the Canadian Coast Guard College. He enjoyed a twenty-two year career with the Canadian Coast Guard involving operational, policy, program and executive roles. He has served a Master on Coast Guard ships as well as foreign and Canadian flag commercial ships. He is a certified Ship Security Officer and has discharged this role on Vanuatu flag ships trading internationally. He has completed ship security assessments, plans, operational procedures and on-board training for shipping companies. Captain Gallagher is a DNV certified ISPS Ship and Port Security Auditor. He was an adjunct instructor at the Centre for Marine Simulation at Memorial University for six years and has been a guest lecturer at Dalhousie University, Canadian Coast Guard College, National Taiwan Ocean University, National Kaohsiung Maritime University, Maritime Academy of Asia Pacific, Cebu University, Cagayan Capital College. Captain Gallagher is owner and principal consultant of Hammurabi Consulting (www.hammurabi.ca).

Juri Kasemets, P. Eng., (Associate Instructor)

Juri Kasemets served in the Canadian Armed Forces for 22 years as a ship's navigating officer, aircraft maintenance officer and bomb disposal officer. He then went on to serve 28 years with Natural Resources Canada as a senior explosives inspector. At the same time, for the past 25 years, he has been an adjunct associate professor in the Department of Mineral Resources Engineering at Dalhousie University teaching drilling and blasting to mining engineering students. For the past 13 years he has been president of Explosives Management Group (www.explosivesmanagement.com) providing a long list of specialized training courses. He holds B.Eng., M.Eng., and MBA degrees. Over the past five years, he has assisted Richard Morash in training roles including various maritime security courses.

David Fisher (Associate Instructor, for west coast)

David Fisher served 30 years with the Prince Rupert Port Authority as Manager of Marine Operations and Port Security. His tenure with the Prince Report Port Authority brings to the table significant field experience, including project management, emergency management, operational planning, contingency planning and maritime security. Mr. Fisher has a broad level of experience that covers all aspects of marine security, from the implementation of security equipment and systems to incident commanding and emergency evacuation planning. He served as the Chair of the Prince Rupert Integrated Law Enforcement Team, the first multidisciplinary law enforcement team if its kind. Now located in Victoria, British Columbia is has established his own company **DJ Security Consultant Ltd** providing services as a marine security specialist and emergency response expert.

Participant Admission Procedures

Morash Port and Security shall confirm with all registering students prior to course instruction that they are taking the appropriate level of maritime security training for their employment requirements. The admission procedure shall include confirming with the student that they are taking on a new maritime security role with their company, if it has become a regulatory training requirement for their company position or taking a course for advancement opportunities. Admission procedures shall require completion of information on the registration form including any specific requirements.

New Course Development

Morash Port and Security have interest in developing new courses to expand their offering. Research and marketing activities shall be included to evaluate the market size and need for any new course. Involvement from the committee shall be engaged for feedback and expertise on new course development.

Participant Evaluation Methods

The company shall review all completed evaluation forms. Feedback information is also obtained from future students from the same company. The upmost effort shall be made to fully serve every student. The company uses an exam correction process to review every response that was incorrect and to discuss the matter openly to have the student provided with enhanced information about the correct answer to those questions. This process has so far negated the need for a formal appeal process.

Records Management

Morash Port and Security shall maintain training records at one central location, at Dartmouth home office. Training records shall remain confidential. For audit and verification purposes, they shall be made available to Transport Canada upon request.

Certificate Tracking and Storage

Course completion certificates including blank certificates shall be kept secure at all times. Electronic tracking data on student issued certificates shall be maintained on a password encrypted file.

Participants with Special Needs

Currently, the company does not have resources to offer special needs. Until this changes the company will make a referral to another recognized organization with these special needs capabilities.

Counselling and Support Methods

Currently, the company does not offer counselling services. Students can receive support in a number of ways. The company will maintain an open door policy to allow students to ask or comment of maritime security matters at any time. This can be done by email or by telephone. Support may include sending off relevant resource material or suggesting where relevant materials may be located. Students are provided with our contact information at the start of every class and encouraged to continue communications with the instructor and the company.

Course Intake Limitations and Instructor Workload

Only one instructor is be used per class. However, there may be consideration given to invite guest speakers. In these cases, guest speakers have expertise on some topic that can be conveyed to the class and enhance the training experience.   As training classes and consulting services are all pre-arranged, any workload conflict is to be resolved in advance. Associate instructors are available to resolve any possible workload conflict.

Pass Grades

The set pass of 70% has been established over 10 years and has been met satisfactorily with students. This benchmark appears suitable and no considerations have been put forward for it to be changed.

Latest Revision: May 01, 2014