

Quick Guide for Silversea Learning platform

This document is to guide you through the use of the Silversea Learning Platform as an end user

Contents

Contents	2
1. General information	3
1.1- The purpose of this document	3
1.2- Browser Requirements	3
2. How to login for the first time	3
3. Home screen	4
4. Required tasks	4
5. Ocean Library	5
6. Searching for a specific activity	6
7. Starting an activity	6
8. Profile	7
9. Reports	Error! Bookmark not defined.
10. Help and Support	9

1. General information

1.1 The purpose of this document

The purpose of this document is to guide you through the use of the Silversea Learning Platform as an end user.

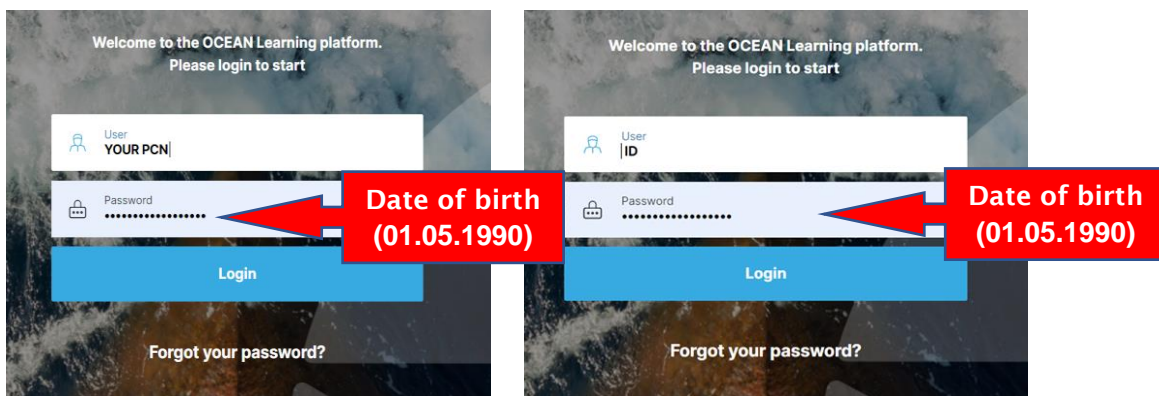
1.2 Browser Requirements

Mozilla Firefox 49 and above
Google Chrome 55 and above
Microsoft Edge 80 and above
Ocean Web Browser 4.3.9 and above

2. How to login the first time

2.1 V.Ships Crew

Third Party Crew



To log in to the system you need to know your PCN or ID in the system and your password. **If you are a Silversea employee**, Your login ID remains the same (your PCN) as before, but your old password will not work. **If you are a Third Party Company employee**, Your log in ID will be the one given from your company responsible person. Please liaise with your company and make sure you have received your ID before starting to do anything.

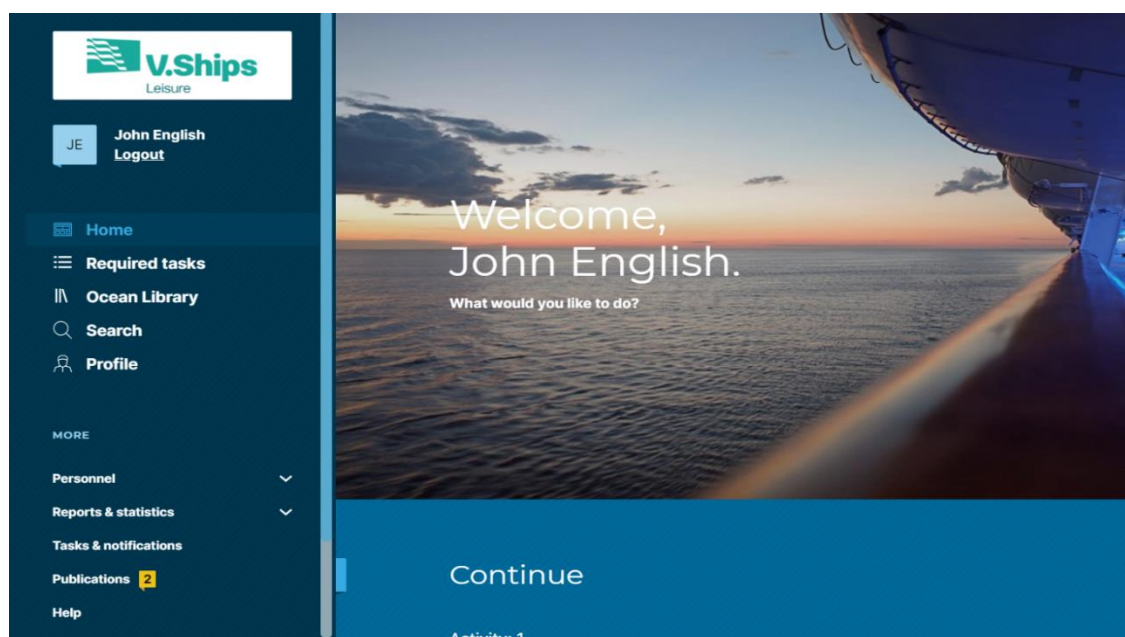
The default password is your date of birth in the format dd.mm.yyyy. So if you are born on May 1st 1990 your password will be “01.05.1990”. You will need to change the password on your first login. The next time you will log in to the system you need to use the password you inserted.

Should you be asked for a company name please use: **Silversea Cruises**

If you are unable to log in please contact the administrator of the system on board or ashore so they can verify that you are in the system on the vessel and they can also reset your password.

3. Home screen

After you have logged in you will see the home screen. From this screen you can easily see what recommended for you to do next and where you continue on activities that you have started but not finished yet.



4. Required tasks

The Required tasks will provide the overview of all your requirements. Depending on your company's set-up it will contain one to several requirement group folders.

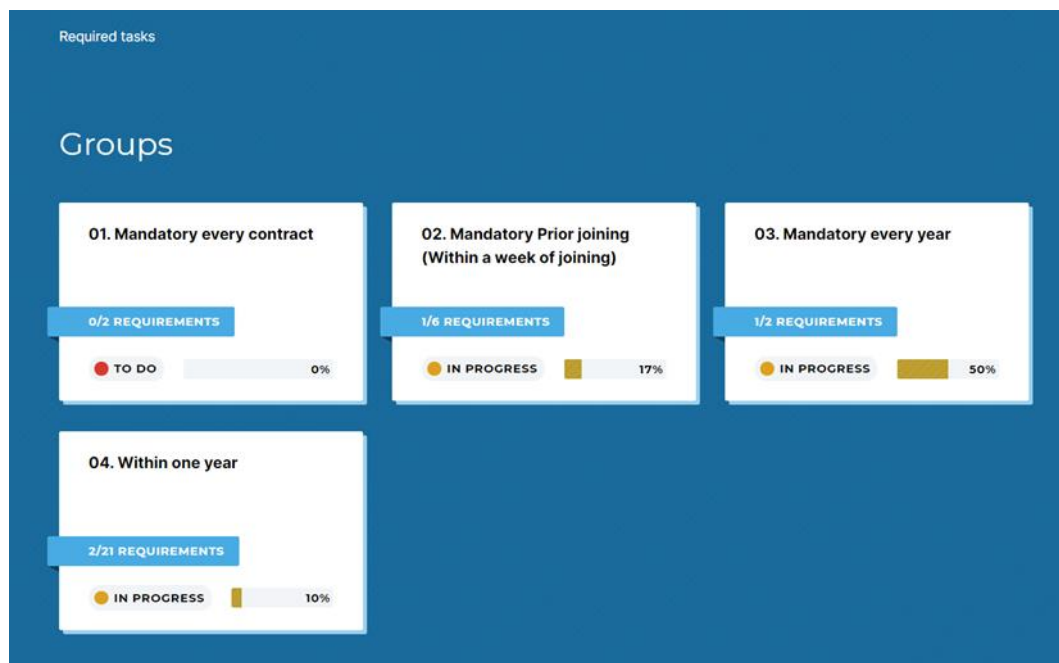
The group folders contain requirements according to activity type, and show number of completed and available requirements. It will also show a progress bar as percentage of completed requirements, and the status

- To do
- In progress
- Completed

Silversea Management and related stakeholders, have identified and selected some areas and related knowledge which have a direct impact on the safety of person, environment and vessel, thus, a course Training Matrix have been built which define which course and training need to be complete according to your rank and responsibilities.

The courses which require your immediate attention and compliance have been grouped and made available to you based on their priority and frequency according to the Training Matrix

Please make sure you review the Training Matrix before initiating your journey



Groups:

- Mandatory every Contract
- Mandatory prior joining (within a week of joining)
- Mandatory every year
- Within one year

Please liaise with your Head of Department (HOD) for Training Matrix guidance.

5. Ocean Library

From the Ocean Library you can run all titles available for your company regardless of it being a requirement for you or not. It allows you can explore additional topics.

The library consists of two sections:

- E-learning categories: which includes e-learning modules, Learning films and Pocket guides grouped in category. The e-learning titles are grouped according to STCW category
- Activity types: (depending on your company's set-up) which include Courses, Rapid e-learning modules and CES tests Use the filters to narrow down the scope of categories and activities.

6. Searching for a specific activity

Use the Search section to search within Required tasks or within the Ocean Library for a specific activity or actives related to a topic.

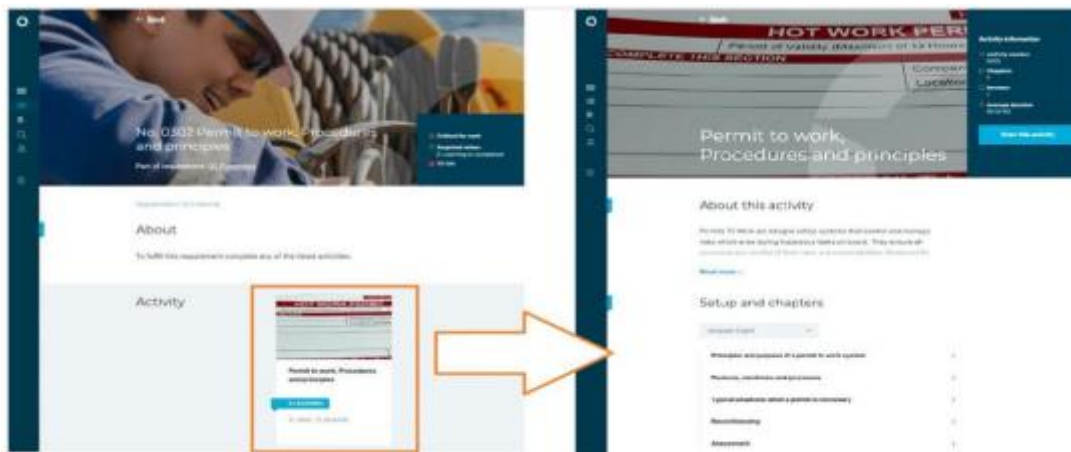
7. Starting an activity

Each Requirement/proficiency you have to complete will contain a requirement details page with an activity card.

Depending on the Activity type the Requirement details contains relevant Guidelines and info about how to complete the requirement.

The blue information box shows elementary information about the requirement and its status, including any coming expiry dates (if relevant).

Click the Activity to see the activity details and start required activity to complete the requirement.



Please check out the HELP section for more details regarding how to run and complete the different activity types.

8. Profile

The profile page shows you how you are progressing through your training and gives you access to your personal information and settings. Most of the personal details can only be changed by an administrator. Please notify your superior if some of your personal details are wrong. Non-mandatory fields may be empty

REQUIREMENT GROUP	COMPLETED	PROGRESS
E-learning	0 of 104	0%
Voyage Onsite - CNS	0 of 37	0%

9. Certificates & Records

All courses completed on the SLP will be available from the personal Profile and Personal Card under the function Records.

Some course have the possibility to issues a certificate which can be download as pdf and printed if needed.

STATUS	SCHEDULE	REQUIREMENTS	REQUIREMENT SIMULATION	RECORDS	ASSIGNMENTS
--------	----------	--------------	------------------------	----------------	-------------

[COLLAPSE ALL](#) [EXPAND ALL](#)

NUMBER	E-LEARNING NAME	DATE	SCORE (%)	COMPLETED (%)	INSTALLATION
No. 0576	Use of PPE	14.02.2022	100	100	V.Ships Leisure Silversea Main Database
No. 1852.02	[V.Group] Calling the Master	15.02.2022	100	100	V.Ships Leisure Silversea Main Database
No. 1853.13	[V.Ships Leisure] Infection Prevention and Control Awareness: Infectious Disease Outbreak	14.02.2022	90	100	V.Ships Leisure Silversea Main Database
No. 1858.01	[Silversea] Code of Ethics	14.02.2022	100	100	V.Ships Leisure Silversea Main Database

To download the certificate double click on the specific course and select print details.

An automated pdf, with all the training detail will be issued and available for further use.

DATE	VERSION	SCORE (%)	COMPLETED (%)	TIME USED	INSTALLATION	LANGUAGE
14.02.2022	2.0	100	100	00:04	V.Ships Leisure Silversea Main Database	English
Session details						
LESSON	ESTIMATED TIME	TIME USED	SCORE (%)	COMPLETED (%)		
Introduction	00:03:00	00:00:42		100		
Physical protection	00:04:00	00:00:19		100		
Exposure protection	00:03:00	00:00:21		100		
Specialised PPE	00:03:00	00:00:30		100		
Quality control	00:03:00	00:00:10		100		
Assessment	00:05:00	00:02:38	100	100		
Date	Total score (%)	Total completed (%)	Total time used	Language		
14.02.2022	100	100	00:04	English		

[Close](#) [Print details](#)

10. Report

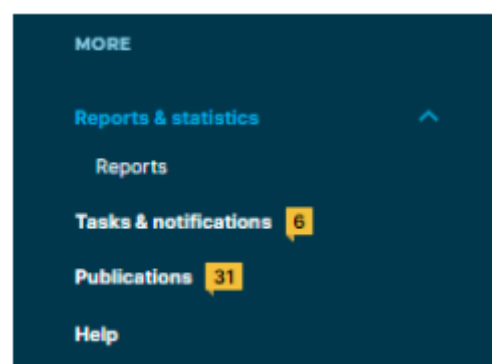
Click the 'Reports and statistics' section menu and select 'Reports'.
The report selector will appear showing all the available reports for your company.

1. Click a report to start.
2. Read the description to verify it is what you are looking for, and then click 'Generate'.
3. Review if you want to make particular settings for the report by choosing from the different dropdowns, and then click 'Request for new report'.

When it the report is finished you can download it from the 'Report manager' under the Task and Notification section.

Some useful reports:

- 03 Selected person reports
- Detailed E-learning report for selected person o This prints a “Verification of Training” per module
- Requirement status for selected person
- Detailed CST (company specific training) report for selected person



11. Help and Support

If you need any help or have an issues on the platform, please contact Ocean Technologies Group on support@oceantg.com and add in copy the Leisure Training Team Training.Leisure@vships.com, while should you need more info on the courses and training matrix please contact directly Silversea L&D Training team.