**IC-ENC ENC Validation Training Course: Initial Questionnaire**

In order to help tailor the training you receive to your current levels of knowledge and experience, please provide us with your personal details, and then answer the questions set out below.

More than one application can be submitted from each member nation. However, IC-ENC is expecting a high level of interest so we are unable to guarantee that two delegates from one nation will be on the same course.

Please return this questionnaire to [therenc@ic-enc.org](mailto:therenc@ic-enc.org)

**1.Personal details:**

|  |  |
| --- | --- |
| Name: |  |
| Organisation/HO: |  |
| Job title: |  |
| Brief description of responsibilities: |  |
| Contact number: |  |
| Email address: |  |
| Months/years of experience in ENCs: |  |
| Level of spoken English:  (i.e. nil, basic, medium, high, fluent) |  |
| Level of written English:  (i.e. nil, basic, medium, high, fluent) |  |

Note: There are guidelines in Annex A to help determine your levels of spoken and written English.

**2. Course Modules – current level of knowledge and experience:**

|  |  |
| --- | --- |
| Course Module | Current level of knowledge/experience  (scale of 1-5, described below) |
| 1.Course Domestics |  |
| 2. Introduction to ENCs and IC-ENC  (e.g. roles, responsibilities, data model, country partnership agreement) |  |
| 3. IC-ENC procedures  (e.g. data flow, IC-ENC documentation and procedures) |  |
| 4. Supply, downloading and registering of data  (e.g. DMD, FTPS, cell cancellations/replacements) |  |
| 5. Supporting sources/documentation  (e.g. IC-ENC website, IHO website, Encoding Bulletins, IHO publications e.g. S-58 Product Specifications, Use of the Object Catalogue) |  |
| 6. Validation tools  (e.g. dKart, 7Cs, CARIS, ESRI, Transas ECDIS, eGlobe ECDIS) |  |
| 7. Data validation  (e.g. S-58 checks, errors database) |  |
| 8. Data Consistency checks  (e.g. Text Files , Scamin, Horizontal & Vertical checks) |  |
| 9. ECDIS  (e.g. introduction to the implementation and use of ECDIS) |  |
| 10. Reports  (e.g. P007 reports, country information, cell information, production forecasts) |  |
| 11. Data distribution  (e.g. Exchange set creation, VARs, S-63, S-101) |  |

**Scale descriptors:** 1 = no knowledge/experience, 2 = little knowledge/ experience, 3 = some knowledge/ experience, 4 = good knowledge/ experience, 5 = excellent knowledge/ experience

**3. Please specify your overall level of experience/knowledge level of creating and validating ENCs:**

*Are there any specific training requirements you would like to be covered or issues you may like to be discussed?*

**4. Previous training courses:**

*Please specify any previous training courses you have attended.*

**5. Software used:**

*Please specify the software you use for ENC production, ENC validation, and the creation of exchange sets.*

**6. Use of ECDIS:**

*Please specify any experience you have with the use of ECDIS.*

**7. Availability:**

*Please use this space to indicate any dates which you are unavailable, any travel restrictions, and how much notice is needed to be given to travel.*

**Annex A - English Language Proficiency Levels**

These are guidelines to help you define your levels of spoken and written English.

|  |  |  |
| --- | --- | --- |
|  | **Description of proficiency level** | |
| **Proficiency Level** | **Spoken English** | **Written English** |
| Nil | A person who cannot understand or speak English with the exception of a few isolated words or expressions | A person who cannot write English with the exception of a few isolated words or expressions |
| Basic | A person who understands and speaks conversational English with hesitancy and difficulty | A person who is at an emergent level of reading and writing in English |
| Medium | A person who understands and speaks English without apparent difficulty, but with some hesitancy. A person who can maintain simple conversations, but cannot go into great detail, use complex language, or speak at length about abstract topics | A person who is able to write English at a fair level, limited by their use of vocabulary and grammar |
| High | A person who can confidently converse at paragraph lengths in a variety of situations. A person who has a good use of vocabulary, and can be understood by native speakers | A person who can write English to a good level, sometimes making small grammatical errors |
| Fluent | A person who can understand and speak English to a high level with ease and accuracy | A person who can write English to a high level with ease and accuracy |