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# Glossary

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<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AMSA</td>
<td>Australian Maritime Safety Authority</td>
</tr>
<tr>
<td>ASQA</td>
<td>Australian Skills Quality Authority</td>
</tr>
<tr>
<td>CBT</td>
<td>Competency Based Training</td>
</tr>
<tr>
<td>CT</td>
<td>Credit Transfer</td>
</tr>
<tr>
<td>DEEWR</td>
<td>Department of Education, Employment &amp; Workplace Relations</td>
</tr>
<tr>
<td>EEZ</td>
<td>Exclusive Economic Zone</td>
</tr>
<tr>
<td>ESS</td>
<td>Elements of Shipboard Safety</td>
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<tr>
<td>LROCP</td>
<td>Long Range Operator Certificate of Proficiency</td>
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<tr>
<td>MTS</td>
<td>Marine Training Services</td>
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<td>NC</td>
<td>Near Coastal</td>
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<tr>
<td>NMSC</td>
<td>National Marine Safety Committee</td>
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<tr>
<td>OH&amp;S</td>
<td>Occupational Health and Safety</td>
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<tr>
<td>OMC</td>
<td>Office of Maritime Communication</td>
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<tr>
<td>RPL</td>
<td>Recognition of Prior Learning</td>
</tr>
<tr>
<td>RTO</td>
<td>Registered Training Organisation</td>
</tr>
<tr>
<td>STCW95</td>
<td>1995 amendments to the International Convention of Standards of Training, Certification and Watchkeeping for Seafarers, 1978</td>
</tr>
<tr>
<td>TSV</td>
<td>Transport Safety Victoria</td>
</tr>
<tr>
<td>USL Code</td>
<td>Uniform Shipping Laws Code</td>
</tr>
<tr>
<td>VRQA</td>
<td>Victorian Registration &amp; Qualifications Authority</td>
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</table>
Course Timetables
All timetables correct at time of printing.

Coxswain Grade 1 Near Coastal Course
MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)  
Plus Marine Radio (Long Range Operator Certificate of Proficiency (LROCP))

This training may be delivered with Victorian and Commonwealth Government funding.

Please note. The class will be divided into 2 Groups for the Onboard Tuition & Assessment component boat trip.  
Students are required to attend only one boat trip, either in Group 1 or Group 2.

### Coxswain Grade 1 NC Course

**Commencing Saturday 4th February 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Unit</th>
<th>Time</th>
<th>Venue</th>
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<tbody>
<tr>
<td>Sat 4th to Mon 6th Feb 2017</td>
<td>Nautical Knowledge Theory</td>
<td>9am to 5pm</td>
<td>Docklands</td>
</tr>
<tr>
<td>Tue 7th &amp; Wed 8th Feb 2017</td>
<td>Engineering Knowledge Theory</td>
<td>9am to 5pm</td>
<td>Docklands</td>
</tr>
<tr>
<td>Thu 9th &amp; Fri 10th Feb 2017</td>
<td>Onboard Tuition &amp; Assessment Group #1</td>
<td>9am</td>
<td>Geelong</td>
</tr>
<tr>
<td>Thu 9th &amp; Fri 10th Feb 2017</td>
<td>Home study and Learner’s Guide Assignment completion Group #2</td>
<td>No classroom attendance required</td>
<td></td>
</tr>
<tr>
<td>Sat 11th Feb 2017</td>
<td>Elements of Shipboard Safety Theory &amp; Assessment</td>
<td>9am to 4pm</td>
<td>Docklands</td>
</tr>
<tr>
<td>Sun 12th &amp; Mon 13th Feb 2017</td>
<td>Onboard Tuition &amp; Assessment Group #2</td>
<td>9am</td>
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<td>Thu 16th Feb 2017</td>
<td>Nautical &amp; Engineering Knowledge Theory</td>
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<tr>
<td>Sat 18th Feb 2017</td>
<td>Assessments (Nautical &amp; Engineering)</td>
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**Marine Radio**

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<th>Unit</th>
<th>Time</th>
<th>Venue</th>
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<tbody>
<tr>
<td>Sun 19th Feb 2017</td>
<td>Marine Radio (LROCP) Theory</td>
<td>9am to 3pm approx.</td>
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<tr>
<td>Thu 23rd Feb 2017</td>
<td>Marine Radio (LROCP) Exam</td>
<td>6pm</td>
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### Coxswain Grade 1 NC Course

**Commencing Saturday 1st April 2017**

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<tr>
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<tr>
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<td>No classroom attendance required</td>
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**EASTER BREAK**

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<td>Sat 22nd April 2017</td>
<td>Assessments (Nautical &amp; Engineering)</td>
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**Marine Radio**

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<td>Marine Radio (LROCP) Exam</td>
<td>6pm</td>
<td>Docklands</td>
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</table>
Coxswain Grade 2 Near Coastal Course

MAR10413 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal)
(Engineering Knowledge component conducted to Coxswain Grade 1 NC level to allow application for <500 kW inboard propulsion power Endorsement)

This training may be delivered with Victorian and Commonwealth Government funding.

### Coxswain Grade 2 NC Course

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### Easter Break

Sat 22nd April 2017

Assessments (Nautical & Engineering) 9am to 2pm approx. | Docklands

### Commencing Saturday 4th February 2017

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<td>Nautical &amp; Engineering Knowledge Theory</td>
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<td>ESS – Firefighting Practical &amp; Assessment</td>
<td>9am to 3pm approx.</td>
<td>Geelon</td>
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</table>
Master up to 24m Near Coastal Course

MAR30913 Certificate III in Maritime Operations (Master up to 24m Near Coastal)

*This training may be delivered with Victorian and Commonwealth Government funding.*

**Please note:** this course does not include Elements of Shipboard Safety (ESS) component or Marine Radio courses. Please see ESS and Marine Radio Timetables.

### Master <24m NC Course

<table>
<thead>
<tr>
<th>Date</th>
<th>Unit</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 1st to Fri 5th May 2017</td>
<td>Coastal Navigation Theory</td>
<td>9am to 5pm</td>
<td>Docklands</td>
</tr>
<tr>
<td>Mon 8th May 2017</td>
<td>Coastal Navigation Assessment</td>
<td>9am to 5pm</td>
<td>Docklands</td>
</tr>
<tr>
<td>Tue 9th to Wed 10th May 2017</td>
<td>Wheelhouse Equipment Theory</td>
<td>9am to 5pm</td>
<td>Docklands</td>
</tr>
<tr>
<td>Thu 11th &amp; Fri 12th May 2017</td>
<td>Onboard Tuition &amp; Assessment Group 1</td>
<td>9am</td>
<td>Geelong</td>
</tr>
<tr>
<td>Thu 11th &amp; Fri 12th May 2017</td>
<td>Ship Knowledge Theory Group 2</td>
<td>9am to 5pm</td>
<td>Docklands</td>
</tr>
<tr>
<td>Mon 15th &amp; Tue 16th May 2017</td>
<td>Onboard Tuition &amp; Assessment Group 2</td>
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<tr>
<td>Mon 15th &amp; Tue 16th May 2017</td>
<td>Ship Knowledge Theory Group 1</td>
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<tr>
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<td>Wheelhouse Equipment Assessment</td>
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<td>Mon 22nd May 2017</td>
<td>Ship Knowledge Assessment</td>
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<td>Tue 23rd to Thu 25th May 2017</td>
<td>Nautical Knowledge Theory</td>
<td>9am to 5pm</td>
<td>Docklands</td>
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<tr>
<td>Mon 29th May 2017</td>
<td>Nautical Knowledge Assessment</td>
<td>9am</td>
<td>Docklands</td>
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Master (Inland Waters) Course

MAR31013 Certificate III in Maritime Operations (Master Inland Waters)

*This training may be delivered with Victorian and Commonwealth Government funding.*

**Please note:** does not include Elements of Shipboard Safety (ESS) Units. Please see ESS Timetable on following page.

### Master (Inland Waters) Course

<table>
<thead>
<tr>
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<td>Mon 15th &amp; Tue 16th May 2017</td>
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<td>Mon 22nd May 2017</td>
<td>Ship Knowledge Assessment</td>
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<td>Nautical Knowledge Assessment</td>
<td>9am</td>
<td>Docklands</td>
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</table>
MED 3 Near Coastal Course
MAR20413 Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal)

*This training may be delivered with Victorian and Commonwealth Government funding.*

**Please note:** does not include Elements of Shipboard Safety (ESS) Units. Please see ESS Timetables.

<table>
<thead>
<tr>
<th>MED 3 NC Course</th>
<th>Commencing Monday 5th June 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Unit</td>
</tr>
<tr>
<td>Mon 5th to Fri 9th June 2017</td>
<td>Engineering Theory</td>
</tr>
<tr>
<td>Tue 13th June 2017</td>
<td>MED 3 Onboard Tuition &amp; Assessment</td>
</tr>
<tr>
<td>Fri 16th June 2017</td>
<td>MED 3 Assessment</td>
</tr>
</tbody>
</table>

MED 2 Near Coastal Course
MAR30813 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)

*This training may be delivered with Victorian and Commonwealth Government funding.*

**Please note:** does not include Elements of Shipboard Safety (ESS) Units. Please see ESS Timetables.

<table>
<thead>
<tr>
<th>MED 2 NC Course</th>
<th>Commencing Monday 5th June 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Unit</td>
</tr>
<tr>
<td>Mon 5th to Fri 9th &amp; Wed 14th &amp; Thu 15th June 2017</td>
<td>Engineering Theory</td>
</tr>
<tr>
<td>Fri 16th June 2017</td>
<td>MED 2 Onboard Tuition &amp; Assessment</td>
</tr>
<tr>
<td>Mon 19th June 2017</td>
<td>MED 2 Assessment</td>
</tr>
</tbody>
</table>
Elements of Shipboard Safety Course

The Elements of Shipboard Safety Course includes the following Units of Competency from the MAR Maritime Training Package:

<table>
<thead>
<tr>
<th>MARF001</th>
<th>Apply basic survival skills in the event of vessel abandonment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARF002</td>
<td>Follow procedures to minimise and fight fires on board a vessel</td>
</tr>
<tr>
<td>MARF004</td>
<td>Meet work health and safety requirements</td>
</tr>
<tr>
<td>MARF005</td>
<td>Survive at sea using survival craft</td>
</tr>
</tbody>
</table>

The **Liferaft Practical** involves students being required to participate in water exercises and enter a liferaft. You will need to bring clothing to wear into the water, plus a towel and a dry change of clothes. Approval has been granted for students to wear a wetsuit under their clothing during the wet drill in the colder months, however, dry suits are not permitted.

For the **Firefighting Practical** component students should wear appropriate clothing and footwear. Ideally they should have long sleeves, long pants and closed in footwear to protect themselves during the training.

Upon successful completion of the Elements of Shipboard Safety Course participants will receive an Australian Qualifications Framework (AQF) compliant Statement of Attainment for attaining Units MARF001, MARF002, MARF004 and MARF005.

Elements of Shipboard Safety Course Timetable

**ESS Course Commencing Saturday 11th February 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Unit</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat 11th Feb 2017</td>
<td>Elements of Shipboard Safety Theory &amp; Assessment</td>
<td>9am to 4pm</td>
<td>Docklands</td>
</tr>
<tr>
<td>Tue 14th Feb 2017</td>
<td>ESS – Firefighting Practical &amp; Assessment</td>
<td>9am to 3pm approx.</td>
<td>Geelong</td>
</tr>
<tr>
<td>Wed 15th Feb 2017</td>
<td>ESS – Liferaft Practical &amp; Assessment</td>
<td>9am to 3pm approx.</td>
<td>Geelong</td>
</tr>
</tbody>
</table>

**ESS Course Commencing Saturday 8th April 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Unit</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat 8th April 2017</td>
<td>Elements of Shipboard Safety Theory &amp; Assessment</td>
<td>9am to 4pm</td>
<td>Docklands</td>
</tr>
<tr>
<td>Tue 11th April 2017</td>
<td>ESS – Firefighting Practical &amp; Assessment</td>
<td>9am to 3pm approx.</td>
<td>Geelong</td>
</tr>
<tr>
<td>Wed 12th April 2017</td>
<td>ESS – Liferaft Practical &amp; Assessment</td>
<td>9am to 3pm approx.</td>
<td>Geelong</td>
</tr>
</tbody>
</table>

Elements of Shipboard Safety (ESS) – Credit Transfer & RPL

With the transition to the latest MAR Maritime Training Package the current Elements of Shipboard Safety Units, as listed below, are not equivalent to Elements of Shipboard Safety Units from previous Maritime Training Packages.

<table>
<thead>
<tr>
<th>MARF001</th>
<th>Apply basic survival skills in the event of vessel abandonment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARF002</td>
<td>Follow procedures to minimise and fight fires on board a vessel</td>
</tr>
<tr>
<td>MARF004</td>
<td>Meet work health and safety requirements</td>
</tr>
<tr>
<td>MARF005</td>
<td>Survive at sea using survival craft</td>
</tr>
</tbody>
</table>

**ESS Credit Transfer**

Is only available to applicants who hold a certificate or statement of attainment that shows they have completed Units MARF001, MARF002, MARF004 and MARF005.
Elements of Shipboard Safety Bridging Course

If you previously completed the following Elements of Shipboard Safety Units, from the TDM07 Maritime Training Package, we have developed a Recognition of Prior Learning (RPL) process which includes a bridging component.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDMMF1107B</td>
<td>Survive at sea in the event of vessel abandonment</td>
</tr>
<tr>
<td>TDMMF5407A</td>
<td>Observe safety and emergency procedures on a coastal vessel</td>
</tr>
<tr>
<td>TDMMF5507A</td>
<td>Fight and extinguish fires on board a coastal vessel</td>
</tr>
</tbody>
</table>

To apply for ESS RPL, including the Bridging Course, applicants are required to:
- complete an ESS RPL Application Form; and,
- provide a certified copy of a certificate or statement of attainment showing they have completed Units TDMMF1107B, TDMMF5407A and TDMMF5507A; and,
- pay ESS RPL & Bridging Course fee.

The Elements of Shipboard Safety Bridging Course includes completing:
- an Elements of Shipboard Safety Learner’s Guide Assignment Work Book; and,
- a practical assessment (in water exercises).

For ESS RPL Application Form or for further information please contact the office on 03 5229 5432 or email marinets@tpg.com.au.

Other ESS Qualifications

If you completed an ESS Course and have a certificate or statement of attainment which does not include Units TDMMF1107B, TDMMF5407A and TDMMF5507A you will be required to complete the current 3 day ESS Course.

STCW / Certificate of Safety Training (COST)

Holders of a current AMSA issued Certificate of Safety Training (CoST) can apply for Recognition of Prior Learning for ESS units.

Applicants will be required to provide a certified copy of their current Certificate of Safety Training (CoST) is issued by Australian Maritime Safety Authority and certified copies of their certificates confirming they have successfully completed the following STCW modules:
- **Fire Prevention and Fire Fighting (Basic)** (STCW Reg VI/1 Code A–VI/1 Table A–VI/1–2)
- **Personal Survival Techniques** (STCW Reg VI/1 Code A–VI/1 Table A–VI/1–1)
- **Personal Safety & Social Responsibilities** (STCW Reg VI/1 Code A–VI/1 Table A–VI/1–4)

Or, more recently for successful completion of the following MARSS00007 Safety Training Certification Skill Set Units of Competency:
- **MARF003** Follow vessel security procedures
- **MARF006** Observe personal safety and social responsibility
- **MARF008** Prevent and fight fires on board a vessel
- **MARF009** Survive at sea in the event of vessel abandonment

Please contact our office on 03 5229 5432 or email marinets@tpg.com.au for further information and CoST RPL Applications Form.
Marine Radio Course

**Long Range Operator Certificate of Proficiency (LROCP)**

**Please note.** You must be over 16 years of age to able to sit the Office of Maritime Communication’s Long Range Operator Certificate of Proficiency (LROCP) Examination.

Upon successful completion of the LROCP Examination you will receive a credit card style certificate from the Office of Maritime Communication. Certificate issue is usually within 2 weeks of sitting the examination.

<table>
<thead>
<tr>
<th>LROCP Course</th>
<th>Commencing Sunday 20(^{th}) November 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date silence</td>
<td>Unit</td>
</tr>
<tr>
<td>Sun 20(^{th}) Nov 2016</td>
<td>Marine Radio (LROCP) Theory</td>
</tr>
<tr>
<td>Thu 24(^{th}) Nov 2016</td>
<td>Marine Radio (LROCP) Exam</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LROCP Course</th>
<th>Commencing Sunday 19(^{th}) February 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date silence</td>
<td>Unit</td>
</tr>
<tr>
<td>Sun 19(^{th}) Feb 2017</td>
<td>Marine Radio (LROCP) Theory</td>
</tr>
<tr>
<td>Thu 23(^{rd}) Feb 2017</td>
<td>Marine Radio (LROCP) Exam</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LROCP Course</th>
<th>Commencing Sunday 23(^{rd}) April 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date silence</td>
<td>Unit</td>
</tr>
<tr>
<td>Sun 23(^{rd}) April 2017</td>
<td>Marine Radio (LROCP) Theory</td>
</tr>
<tr>
<td>Thu 27(^{th}) April 2017</td>
<td>Marine Radio (LROCP) Exam</td>
</tr>
</tbody>
</table>

**Passenger Operations through Port Phillip Heads Certificate Course**

All commercial boat operators who take passengers through Port Phillip Heads are required to hold a **Passenger Operations through Port Phillip Heads Local Knowledge Certificate**, and the vessel’s survey specifically endorsed for the carrying of passengers through Port Phillip Heads.

For further **Passenger Operations through Port Phillip Heads Course** information please contact us on 03 5229 5432 or email marinets@tpg.com.au.

**Definition of Port Phillip Heads**

The definition of **Port Phillip Heads** was amended in December 2015. The current definition in the Victorian **Marine Safety Amendment Regulations 2015** states:

"**Port Phillip Heads** means all the waters between an imaginary line drawn between Shortland Bluff and Point Nepean, and the seaward limits of an imaginary line constituting the arc of a circle with a radius of 3 nautical miles centred on Point Lonsdale;".

Please Note. Port Phillip Heads is a “designated hazardous area”. Additional safety measures are imposed on vessels in designated hazardous areas, including mandatory PFD wearing.
AMSA Exemption 38 Low Complexity Duties Course

Marine Training Services has approval from the Australian Maritime Safety Authority (AMSA) to conduct Exemption 38 Low Complexity Duties Courses over 3 days at any suitable venue.

The Exemption 38 is for limited maritime operations that undertake low complexity duties with operators having the following restrictions:

1. Operate during daylight hours only
2. Command a vessel <12m long and operate propulsion power for an inboard engine <100kW or outboard engine <250kW
3. Carry passengers only in the following places and areas:
   - marina operations and a mooring areas in sight of the marina;
   - inland waters;
   - any waters in a tender or auxiliary that are within 1nm from a parent vessel and in sight of and in communication with the parent vessel;
   - any other waters approved by the National Regulator.
4. Without carrying passengers only in the following places or areas:
   - places and kinds of water in Point 3 above;
   - smooth waters, including inland waters;
   - any waters within 1nm from each point of departure and within 1nm of the coast
   - any waters of an aquaculture lease approved by a State or Territory authority, and any approved waters used for the daily transit to and from the aquaculture lease for operation under this exemption;
   - any waters within 250 metres of a structure fixed to the shore
   - sheltered waters within 2nm from the coast.
5. Tow persons only in the following area and situation:
   - any waters that are waterski areas approved by a State or Territory authority, with or without passengers; and,
   - the vessel has propulsion power, for an inboard and outboard engine, <500kW.


Please read Exemption 38 limits carefully to ensure your operation is within the limits of the exemption.

The Exemption 38 Course is conducted over 3 days - 2 days of theory and 1 day of written and practical assessment.

Courses can be held at our Docklands venue, or at any other suitable venue.

For Exemption 38 Course enrolment details, please email us marinets@tpg.com.au or contact us on 03 5229 5432.
Fees, Charges and Refunds

Pricelist*
(Prices are subject to change without notice.)

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>PRICE (Full Time Study or Remote Learning)</th>
<th>PRICE (if eligible for Victorian Training Guarantee funding)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COXSWAIN GRADE 1 NC</td>
<td>MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal) (price includes Elements of Shipboard Safety)</td>
<td>$1,850</td>
</tr>
<tr>
<td>COXSWAIN GRADE 1 NC &amp; Marine Radio</td>
<td>MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal) (price includes Elements of Shipboard Safety &amp; Marine Radio (LROCP))</td>
<td>$1,900</td>
</tr>
<tr>
<td>COXSWAIN GRADE 2 NC</td>
<td>MAR10413 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal) (price includes Elements of Shipboard Safety)</td>
<td>$1,625</td>
</tr>
<tr>
<td>MASTER up to 24m</td>
<td>MAR30913 Certificate III in Maritime Operations (Master up to 24 metres Near Coastal) (price does not include Elements of Shipboard Safety)</td>
<td>$1,950</td>
</tr>
<tr>
<td>MED 3</td>
<td>MAR20413 Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal) (price does not include Elements of Shipboard Safety)</td>
<td>$1,250</td>
</tr>
<tr>
<td>MED 2</td>
<td>MAR30813 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal) (price does not include Elements of Shipboard Safety)</td>
<td>$1,250</td>
</tr>
<tr>
<td>MASTER (INLAND WATERS)</td>
<td>MAR31013 Certificate III in Maritime Operations (Master Inland Waters) (price does not include Elements of Shipboard Safety)</td>
<td>$976</td>
</tr>
<tr>
<td>LROCP</td>
<td>Marine Radio – Long Range Operator Certificate of Proficiency</td>
<td>$180</td>
</tr>
<tr>
<td>ELEMENTS OF SHIPBOARD SAFETY</td>
<td></td>
<td>$399</td>
</tr>
<tr>
<td>ELEMENTS OF SHIPBOARD SAFETY BRIDGING COURSE</td>
<td></td>
<td>$100</td>
</tr>
<tr>
<td>PORT PHILLIP HEADS ENDORSEMENT</td>
<td></td>
<td>$250</td>
</tr>
<tr>
<td>Oral Preparation</td>
<td></td>
<td>$50/hr</td>
</tr>
<tr>
<td>AMSA Task Books</td>
<td></td>
<td>$150</td>
</tr>
</tbody>
</table>

*This training may be delivered with Victorian and Commonwealth Government funding*

For Victorian Training Guarantee eligibility requirements please see funding information on the following page.

* Please note that Marine Training Services may update fees and charges from time to time and it is recommended potential students contact Marine Training Services to ensure the most up to date information is obtained. The student tuition fees as published are subject to change given individual circumstances at enrolment.

Additional Fees & Charges

Students are given 12 months from the commencement of the course (or for Remote Learning students from the date of enrolment) to successfully complete all course requirements. Students who have not completed the course within the 12 month period will be required to re-enrol and pay a further course fee.

Internally Marked Assessments - for full Fee for Service students who are within the 12 month period allocated to successfully complete a course there are no fees to resit assessments

Externally Marked Assessments - a fee of $95.00 is required to resit the Marine Radio – Long Range Operators Certificate of Proficiency Exam. This assessment is marked by the Office of Maritime Communications and a fee is payable for each exam submitted for marking.
**Funding**

**Eligibility for Government subsidised training under the Victorian Training Guarantee**

To be eligible for *Victorian Training Guarantee* Funding, an individual must meet the following requirement:

a) An individual must be:
   i) an Australian citizen; or
   ii) a holder of a permanent visa; or
   iii) a New Zealand citizen;

**AND**

b) Be:
   i) under 20 years of age (as at 1 January in the year of commencement of training) and seeking to enrol in nationally recognised training;

   **OR**

   ii) over 20 years of age (as at 1 January in the year of commencement of training) and seeking to enrol in nationally recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

An individual needs to have a physical presence in Victoria from the commencement of training to successful completion of all course requirements.

An individual is eligible to commence a maximum of two government subsidised courses in a calendar year.

An individual is eligible to undertake a maximum of two government subsidised courses at any one time.

An individual is eligible to commence a maximum of two government subsidised courses at the same level within the Australian Qualifications Framework (AQF) in their lifetime.

Individuals under 17 years of age please contact the office on 03 5229 5432 for further eligibility requirement details.

**Please Note:** An individual is **not** eligible for Victorian Training Guarantee Funded training if they are:

a) a student enrolled in a school (excluding a School Based Apprentice/Trainee).

   This includes:
   i) any government, non-government, independent or Catholic school; or
   ii) a student registered for home schooling.

b) a prisoner held at a prison

c) A person who is detained under the *Mental Health Act 1986*; or the *Crimes (Mental Impairment and Unfitness to be Tried) Act 1997* or the *Sentencing Act 1991* at the Thomas Embling Hospital.

d) A person who is detained (other than on weekend detention) under the *Children, Youth and Families Act 2005* or the *Sentencing Act 1991* or who is held on remand in one or more of the following youth justice facilities:
   i) Malmsbury Juvenile Justice Centre
   ii) Parkville Youth Residential Centre
   iii) Melbourne Youth Justice Centre

The exclusions do not apply to young people on community based orders made under the *Children, Youth and Families Act 2005*, or individuals held in Judy Lazarus Transition Centre who, may be eligible for funding.

**Please be aware enrolment in Victorian Training Guarantee funded course may impact on your access to further government subsidised training.**
# Course Fee Refunds

Students are eligible for fee refunds in the following circumstances:

<table>
<thead>
<tr>
<th>Cancellation of Enrolment</th>
<th>Tuition Fee</th>
<th>Student Services &amp; Amenities Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a student withdraws from a course in writing at any time until 4 weeks after the commencement of classes in a course</td>
<td>Course fees paid less the minimum tuition fee: Certificate II $105 Certificate III $187.50 Plus materials fees unless materials are returned in good order, plus any costs incurred during the course</td>
<td>Full Refund</td>
</tr>
<tr>
<td>If a student withdraws from a course within 4 weeks of the commencement of classes</td>
<td>Course fees paid less the minimum tuition fee: Certificate II $105 Certificate III $187.50 Plus materials fees unless materials returned in good order, plus any costs incurred during the course</td>
<td>Full Refund</td>
</tr>
<tr>
<td>If Marine Training Services cancels a course</td>
<td>Full Refund less materials fees unless materials returned in good order</td>
<td>Full Refund</td>
</tr>
<tr>
<td>If a student withdraws from a course more than 4 weeks after the course commencement date</td>
<td>No Refund</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

## Course Transfers

- Before classes commence: Refund of differences between SCH fee paid for initial course enrolment and subsequent course enrolment

All applications for refunds must be made in writing by completing the ‘Application for Refund’ form. The original completed form needs to be forwarded to the Marine Training Services office. Approved applications will be processed within 14 days from the date of application.
General Course Information

Introduction
Welcome to Marine Training Services.

Marine Training Services is a Recognised Training Organisation (RTO) Provider No. 4653, delivering nationally accredited, specialised industry training for people considering employment within the Marine Industry.

Marine Training Services has been providing commercial qualification training since 1995. All commercial courses include practical tuition on board our 17 metre training vessel ‘Delphinus’.

The purpose of this Student Information Handbook is to introduce you to the services available to you at Marine Training Services.

Training Guarantee

Marine Training Services is responsible for providing quality training and assessment in compliance with the Standards for Registered Training Organisations (RTOs) 2015. Once a student has commenced a training program, we agree to work together with them to produce a unified approach to achieve the relevant qualification they are undertaking.

We acknowledge the importance of adult learning principles in the delivery of effective training. We believe that all students should be encouraged to take responsibility for their own learning and to understand that as learners, they have an active role to play in their training/learning and assessment process.

We want to make you feel as comfortable as possible whilst you undertake your training, so we keep our class sizes at a comfortable level to ensure optimum learning environments. We ensure that all our students receive in-depth learning and support.

All Trainers have relevant industry knowledge and experience, and are professional, friendly, supportive and dynamic individuals.

Courses and Regulatory Requirements

Marine Training Services has the following nationally accredited courses on its Scope of Registration:

- **Coxswain Grade 2 NC** MAR10413 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal)
- **Coxswain Grade 1 NC** MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)
- **Master up to 24m NC** MAR30913 Certificate III in Maritime Operations (Master up to 24 metres Near Coastal)
- **MED 3 NC** MAR20413 Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal)
- **MED 2 NC** MAR30813 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)
- **Master (Inland Waters)** MAR31013 Certificate III in Maritime Operations (Master Inland Waters)
All courses provide nationally approved training to the competencies specified by the National Standard for Commercial Vessels Part D Crew Competencies (Appendix 1) and lead to Certificates of Competency issued by the National Regulator - Australian Maritime Safety Authority (AMSA) through state marine authority agencies. In Victoria the agency is Maritime Safety Victoria (MSV).

In this Handbook AMSA’s state marine authority agencies are referred to as “marine authorities”.

Marine Training Services is registered with the Australian Skills Quality Authority (ASQA) to conduct the above mentioned courses.

Upon successfully completing all course requirements students will receive a nationally accredited Certificate of Course Completion or Statement of Attainment, which is recognised in all Australian States and Territories. Certificate holders are then required to apply to a state marine authority for a Certificate of Competency.

A Certificate of Course Completion is not a Certificate of Competency.

You cannot operate a vessel commercially until you receive your Certificate of Competency from a marine authority.

A Certificate of Competency is issued by a marine authority after a person has met all eligibility criteria, such as successfully completing an approved training course, be 16 years of age, satisfy qualifying sea-service requirements, pass eyesight (vision and colour-vision) tests and complete a declaration or certificate of medical fitness.

Please see Appendix 1 National Standards for Commercial Vessels Part D Crew Competencies for all Certificate of Competency, Sea Services, medical and eyesight requirements.

You will need to satisfy marine authority qualifying sea-service requirements before a Certificate of Competency will be issued.

A Certificate of Competency is issued for a period of 5 years and must be renewed or revalidated after this time.

Please contact your state marine authority to obtain the latest Certificate of Competency information.

In Victoria the marine authority is Maritime Safety Victoria, please visit their website www.transportsafety.vic.gov.au or contact their Marine Occupational Qualifications department on 1800 223 022.


Marine Authority Oral Examinations

Once all marine authority application requirements have been met you will receive a letter advising you can schedule your oral examination with the marine authority. The marine authority oral examination can include questions from any part of the course you have completed including parts you have received Credit Transfers for, eg. Elements of Shipboard Safety (Liferafting and Firefighting). The oral can also include questions about Marine Radio.
Career Opportunities

CAREER OPPORTUNITY
Command a vessel <12m in length with engines <500 kW to inshore limits

COXSWAIN Grade 1 NC
MAR20313
Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)

COXSWAIN Grade 2 NC
MAR10413
Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal)

CAREER OPPORTUNITY
Command a vessel <12m in length with engines <100 kW in sheltered waters & 5nm from point of departure (endorsements available)

CAREER OPPORTUNITY
Command a commercial vessel <24m long

MASTER <24m NC
MAR30913
Certificate III in Maritime Operations (Master up to 24 metres Near Coastal)

MED Grade 3 NC
MAR20413
Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal)

CAREER OPPORTUNITY
Chief Engineer on vessel with engines <500 kW

CAREER OPPORTUNITY
Command a commercial vessel <35m in length

MASTER <35m NC
MAR40613
Certificate IV in Maritime Operations (Master up to 35 metres Near Coastal)

MED Grade 2 NC
MAR30813
Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)

CAREER OPPORTUNITY
Chief Engineer on vessel with engines <750 kW
Course Entry Requirements

All course applicants will undergo a Pre Training Review of their language, literacy and numeracy (LLN) competencies. This will be in the form of written assessment and/or an oral assessment. Students who do not meet basic language, literacy and/or numeracy levels will be advised to undertake an appropriate LLN course. Upon successful completion of a LLN course the applicant can re-apply and an interview with MTS will be arranged to re-assess LLN.

There are no specific course entry requirements. However, marine authority requirements will need to be met before a Certificate of Competency will be issued.

Marine authority requirements include successfully completing an approved training course, be 16 years of age, satisfy qualifying sea-service requirements, pass eyesight (vision and colour-vision) tests and complete a declaration or certificate of medical fitness. Please also see Chapter 4 Medical and eyesight requirements of the National Standards for Commercial Vessels Part D Crew Competencies (Appendix 1).

Course participants are required to be able to swim 50m with and without a lifejacket, whilst in the water, and board and right a liferaft un-assisted.

Please note, you will also need to satisfy marine authority qualifying sea-service requirements before a Certificate of Competency will be issued.

Course Delivery

Courses can be delivered in full-time study mode or by flexible delivery (Remote Learning).

Please note on board tuition can occur outside of 0800 to 2200 hours.

Course Venue

Courses are conducted at various locations throughout Victoria depending on student demand. Courses can be conducted in Marine Training Services’ training unit or any suitable classroom.

Customisation

The courses consist of contextualised Units of Competency from the MAR Maritime Training Package.

Course Duration

Courses are designed so all Units of Competency can be completed within the scheduled course timetable. However, the maximum time allowed to successfully complete all course requirements is 12 months from the date of course commencement (or from the date of enrolment for Remote Learning students).

Students who have not completed the course within the allocated timeframe, and who wish to continue with training, will be required to re-enrol and pay a further course fee.

Full time courses are designed to be completed as timetabled.

Course Details

Prior to enrolment, Marine Training Services will provide all participants with course information, including content and vocational outcomes.

Please refer to the following individual course outlines for course details, entry requirements, tuition fees, and related information.

Changes to Course Delivery

In the unlikely event that Marine Training Services needs to make changes to the course timetable, or there are changes to the delivery of the course, or to Marine Training Services, students will be advised as soon as is practicable.
Assessments and Assignments

Written Assessments can be sat as scheduled in course timetables, or at our Geelong Office Monday to Friday between 9am and 5pm by arrangement with the office.

Written Assessments will be marked within 2 weeks of the assessment being completed and Assignments will be marked within 2 weeks from received date.

There are compulsory assignments to complete for each course. These assignments are to be completed outside of course hours in your own time. All assignment questions need to be completed correctly. Students will be advised by email if any assignment questions need to be re answered.

Re-Assessment

Internally Marked Assessments
Where a student sits an internally marked assessment and is found ‘NS’ (Not Satisfactory), and are within the period allocated to successfully complete their course, there will be no fee to re sit the assessment.

Externally Marked Assessments
Where a student sits an externally marked assessment and is found ‘NS’ (Not Satisfactory), and they are within the period allocated to successfully complete their course, there will be a fee charged to re sit the assessment. The ‘Long Range Operator Certificate of Proficiency’ examination is an example of an externally marked assessment, it is marked by the Office of Maritime Communication (OMC).

Certificate of Course Completion (AQF Certification)

Learners who successfully complete all course requirements will be issued with an Australian Qualification Framework (AQF) compliant certificate.

Learners who successfully complete the requirement of a Unit/s of Competency will receive an AQF compliant Statement of Attainment.

Additional Certificates

Learners who satisfy the requirements may also be eligible for the following additional certificate:

- Marine Radio (Long Range Operator Certificate of Proficiency) issued by Australian Communications and Media Authority

Unique Student Identifier (USI)

All students studying nationally recognised training in Australia from 1 January 2015, are required to have a Unique Student Identifier (USI). A USI is an account (or reference number) that allows students online access to their training records and results (transcript) through their online USI account.

If you already have a USI you will be asked to provide the USI in the MTS Enrolment Form.

If you do not already have a USI there are two options:


OR

Option 2. Complete the “Create Unique Student Identifier” component of the MTS Enrolment Form and Marine Training Services will create the USI on your behalf.

Port Phillip Heads Passenger Endorsement Course

Marine Training Services also conducts a Passenger Operations through Port Phillip Heads Course. Passenger carrying vessels that operate through Port Phillip Heads may be required to hold a Certificate for Passenger Operations through Port Phillip Heads. Please contact us on 03 5229 5432 for further information.

Local Knowledge Certificates

Master <24m NC Certificates of Competencies holders may be required to hold Local Knowledge Certificates for the area/s they operation in. Please contact Maritime Safety Victoria on 1800 233 022 for further details.
Enrolment Process

The enrolment process is completed by following the steps outlined below:

1. Contact Marine Training Services and receive a copy of this MTS Student Information Handbook, Pre-Training Review and Enrolment Form.

2. Read the course information provided in the handbook. Please contact MTS on 03 5229 5432 if you need any part of the information clarified.

3. Select the course of study you wish to undertake.

4. Complete and return the Pre-Training Review, Enrolment Form and certified Evidence of Identity together with any relevant supporting documents. The original completed forms are to be mailed to Marine Training Services, 17 Swanston Street, Geelong Vic 3220.

   PLEASE DO NOT FAX OR EMAIL ENROLMENT FORMS

5. If applying for a Credit Transfer please complete the Application for Credit Transfer form in the Pre-Training Review and mail to MTS with a certified copy of certificate/statement of attainment for evaluation. Credit Transfers must be finalised prior to course commencement.

6. When all forms and supporting documents are received MTS will process and issue a Statement of Fees.

   Payment of Course Fees as detailed in the Statement of Fees.

   Payment can be made by cheque, money order, cash or direct credit (we do not have credit card facilities). Direct credit can be made to the following:

   Marine Training Services
   Bendigo Bank
   BSB 633000
   Account No. 105828586

   When making a direct credit payment, please request that the Bank include your name with your payment details. Please send written confirmation of the payment with your enrolment forms, detailing amount and date payment was made on.

7. Upon receipt of payment and completed forms MTS will forward course confirmation details and course materials.
Study Tips

**Reading is for Understanding**

When reading to understand new or difficult material, you should read at a rate that is slower than your normal reading rate. Challenge yourself to understand the material. You may need to read material more than once to achieve a high level of comprehension. Sometimes, reading the material aloud will also help you improve your comprehension.

**Writing is for Remembering**

Make notes from the course material you are reading. Read a paragraph or topic segment and note down the key points or phrases used. Summarise the important points made in each section of the text you are studying.

**Pre-Reading**

Once enrolment has been finalised students are sent their course materials. We strongly recommend pre-reading and familiarisation with the Learner’s Guides.

**Course Assignments**

There are compulsory assignments to complete for each course. These assignments are to be completed outside of course hours in your own time. We strongly encourage you to complete these compulsory assignments prior to sitting supervised written assessments. Use the assignments as a study tool.

Assignments do not have to be completed prior to course commencement, however, they can be commenced at any time.

**Develop a study routine:**

Where possible study in the same location each time, somewhere quiet, well lit, with no distractions and no TV.

Study for a set amount of time (eg. 20 to 30 minutes) then take a short break (eg. for a 5 to 10 minute walk outside). Then return to study for the same set amount of time. Taking short breaks will restore your mental energy. The time spent studying and the length of the break will differ for each person.

**Flip Cards**

Flip Cards are a set of cards with a question on one side and an answer on the other. They can be of a size that can be held comfortably in your palm. You can develop your own set of flip cards to use as a study tool. Keep your questions and answers concise. Pick out the key words from the information you are studying and write a short questions and answers covering all major elements.

**Lights & Shapes Flip Cards**

To effectively use the Lights & Shapes Flip Cards provided with your course materials, look at the illustration, then try and think of an answer before you look at the answer on the other side of the card. If you do not know the answer, tell yourself the light colours and shape, eg. red light over a white light. Then look at the answer on the other side of the card.

**Collision Regulations**

To assist in learning Collision Regulations the Windows CD/ROM “Rulesmaster Pro” can be purchased. Boat Books usually has copies available. Contact Boat Books on 03 9525 3444.
Study Tips (continued)

Marine Radio – Long Range Operator Certificate of Proficiency

The Office of Maritime Communications website has an interactive multiple choice practice assessment which can be completed online. The following link can be cut and pasted into an internet explorer address bar http://academic.amc.edu.au/~omc/RevisionQuestionsLROCP.html.

Study Assistance

If you need any assistance during the course please do not hesitate to speak to the instructors, or contact the office on 03 5229 5432.
Course Information Sheets

Coxswain Grade 1 Near Coastal Course

MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)

Course Name & Awards

MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)

Licensing & Regulatory Requirements

Upon successfully completing all course requirements students will receive a nationally recognised MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal) Certificate of Course Completion.

The marine authority will issue a Coxswain Grade 1 NC Certificate of Competency after a person has met all eligibility requirements, including successfully completing MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal) Course, be 16 years of age, satisfy qualifying sea-service requirements, pass eyesight (vision and colour-vision) tests and complete a declaration or certificate of medical fitness. For further details please see the Australian Maritime Safety Authorities (AMSA) Coxswain Grade 1 Near Coastal (NC) Guidance Notice at http://www.amsa.gov.au/forms-and-publications/domestic/fact-sheets/index.asp.

Course Duration

The MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal) is conducted over 15 days. The Marine Radio Course Long Range Operator Certificate of Proficiency (LROCP) Course is conducted over 2 days. Day 1 Theory, day 2 Examination.

The Coxswain Grade 1 NC Course is usually conducted as follows:

Day 1-3 Nautical Knowledge Theory  
Day 4-5 Engineering Knowledge Theory
Day 6-7 Onboard Tuition and Assessment (Group 1)  
Day 8 Elements of Shipboard Safety (ESS) Theory & Assessment  
Day 9-10 Onboard Tuition and Assessment (Group 2)  
Day 11 ESS – Firefighting Theory, Practical & Onboard Assessment  
Day 12 ESS – Liferaft Wet Drill, Practical & Onboard Assessment  
Day 13 Tuition/Revision  
Day 14 Study day and assessment preparation  
Day 15 Supervised Nautical Knowledge, Collision Reguations and Engineering Knowledge Assessments  

The Marine Radio (Long Range Operator Certificate of Proficiency (LROCP) Course is conducted with the Coxswain Grade 1 NC Course.

Day 16 LROCP Theory  
Day 17 LROCP Examination  

Students have 12 months to successfully complete all course requirements, and can attend any scheduled Coxswain Grade 1 NC Courses scheduled within the 12 month period of their enrolment.

Students are required to attend only one of the scheduled Onboard Tuition and Assessment boat trips. They are not required to attend on the days scheduled for the other Onboard Tuition and Assessment boat trip.

We strongly recommend participants use the days they are not required to attend, to complete Learner’s Guide Assignments and prepare for supervised assessments.

Supervised Assessments can be sat on days scheduled for assessments, or at our Geelong office Monday to Friday between 9am and 5pm by arrangement.
Requirements to reach the Qualification

MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal) will be awarded on satisfactory completion of all required Units of Competency.

Students who successfully complete the Marine Radio (LROCP) Course will receive a Long Range Operator’s Certificate of Proficiency from the Office of Maritime Communications.

Coxswain Grade 1 NC Course Assessments & Assignments

Conditions and Methods of Assessment

Learning outcomes will be assessed using one, or a combination, of the following:

- Written test involving sketching, diagram interpretation, chartwork exercises, plotting, short answer questions, multiple choice questions, assignments, calculations
- Oral questioning
- Observation during practical exercises

Assessments & Assignments to be completed prior to issue of MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal) Certificate of Course Completion

- Language, Literacy & Numeracy Assessment (included in the Pre-Training Review)
- Supervised Nautical Knowledge Multiple Choice and Written Assessment
- Supervised Collision Regulations Multiple Choice Assessment
- Nautical Knowledge Learner’s Guide Assignments
- Nautical Knowledge On board Written & Practical Assessment
- Supervised Engineering Knowledge Multiple Choice and Written Assessment
- Engineering Knowledge Learner’s Guide Assignments
- Engineering Knowledge On board Written & Practical Assessment
- Elements of Shipboard Safety Multiple Choice, Written & Practical Assessments
- Elements of Shipboard Safety Learner’s Guide Assignments

Additional Assessment


Learner’s Guide Assignments

There are assignment questions at the end of most sections of the Nautical Knowledge, Engineering Knowledge and Elements of Shipboard Safety Learner’s Guides. Answers are recorded in Assignment Work Books. Successful completion of all assignment questions is required. Students will be advised by email if there are assignment questions to be re-answered.

Assignments can be started prior to or after course commencement. There is no requirement to complete Assignments prior to the course start date.

We recommended student complete Assignments prior to sitting supervised assessments.

Written Assessments will be marked within 2 weeks of the assessment being completed and Assignments will be marked within 2 weeks from received date.
## MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit of Competency Title</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARF001</td>
<td>Apply basic survival skills in the event of vessel abandonment</td>
<td>• Supervised ESS Multiple Choice Assessment</td>
</tr>
<tr>
<td>MARF002</td>
<td>Follow procedures to minimise and fight fires on board a vessel</td>
<td>• Supervised Onboard Written Assessment</td>
</tr>
<tr>
<td>MARF004</td>
<td>Meet work health and safety requirements</td>
<td>• Supervised Practical Assessment</td>
</tr>
<tr>
<td>MARF005</td>
<td>Survive at sea using survival craft</td>
<td>• Unsupervised ESS Learner’s Guide Assignments</td>
</tr>
<tr>
<td>MARH001</td>
<td>Plan and navigate a passage for a vessel up to 12 metres</td>
<td>• Supervised Nautical Knowledge Multiple Choice and Written Assessment</td>
</tr>
<tr>
<td>MARJ001</td>
<td>Follow environmental work practices</td>
<td>• Supervised Collision Regulations Multiple Choice Assessment</td>
</tr>
<tr>
<td>MARK001</td>
<td>Handle a vessel up to 12 metres</td>
<td>• Supervised Onboard Written Assessment</td>
</tr>
<tr>
<td>MARN002</td>
<td>Apply seamanship skills aboard a vessel up to 12 metres</td>
<td>• Supervised Practical Assessment</td>
</tr>
<tr>
<td>MARI001</td>
<td>Comply with regulations to ensure safe operation of a vessel up to 12 metres</td>
<td>• Unsupervised Nautical Knowledge Learner’s Guide Assignments</td>
</tr>
<tr>
<td>MARB002</td>
<td>Perform basic servicing and maintenance of main propulsion unit and auxiliary systems</td>
<td>• Supervised Engineering Knowledge Multiple Choice and Written Assessment</td>
</tr>
<tr>
<td>MARC005</td>
<td>Operate inboard and outboard motors</td>
<td>• Supervised Onboard Written Assessment</td>
</tr>
<tr>
<td>MARC006</td>
<td>Operate main propulsion unit and auxiliary systems</td>
<td>• Supervised Practical Assessment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Unsupervised Engineering Knowledge Learner’s Guide Assignments</td>
</tr>
</tbody>
</table>

Course and Unit of Competency information can be accessed at [www.training.gov.au](http://www.training.gov.au).

### Coxswain Grade 1 NC Course Resources

#### Print Based Resources Required by Students

Marine Training Services will provide:

- Course Information Folder
- Learner’s Guides
- Flip Cards for lights and shapes
- Parallel Rules
- Dividers
- Chart
- Pen, notebook & highlighter

The Learner will provide:

- Calculator (mobile phones with calculator functions are not to be used in assessments)
- Drawing compass
- 2B Pencil
- Soft eraser

#### Physical Resources / Marine Training Services Facilities used by Students

- 17m
- Training Vessel MB Delphinus
- Marine Radar
- Marine Radio Equipment
- Liferaft
- Firefighting Equipment
- Meteorological Instruments
- Fibre ropes and small cordage
- USL Code
- Hand bearing compass
- Navigational publications – chart index, list of lights, list of radio signals, local National Tide Tables
Coxswain Grade 1 NC Certificate of Competency

As prescribed by the National Standard for Commercial Vessels Part D Crew Competencies (Appendix 1), the duties the holder of a Coxswain Grade 1 NC Certificate of Competency may perform are:

(a) command and operate the engines of a vessel <12 m long:
   (i) in inshore waters, or in waters designated for a specific purpose by a State or Territory authority in which it permits holders of this certificate to operate, subject to any conditions that it may impose; and
   (ii) with propulsion power:
        (A) for an inboard engine — <500 kW; or
        (B) for an outboard engine — unlimited; and
   (iii) if the vessel is a tender or auxiliary vessel — within 3 nm of a parent vessel in the EEZ

Restricted to:

(b) if the holder completes only the entry level motor engineering unit of the Transport and Logistics Industry Skills Council Ltd maritime training package — vessels with unlimited outboard propulsion power or inboard propulsion power <100 kW; and

(c) if the holder does not meet the sea service requirement mentioned in paragraph (a) (i) — command of a vessel only in sheltered waters

Definition - Inshore Operations

The National Standard for Commercial Vessels Part B General requirements defines Inshore Operations as:

“inshore operations means operations of a vessel that are conducted laterally along the coast from either the base or a regular port of departure of the vessel that is within 15 nm to seaward from:

(a) the baseline of any of the following:
   (i) the Australian mainland;
   (ii) the Tasmanian mainland;
   (ii) a recognised island; or
(b) sheltered waters limits.”

The National Standard for Commercial Vessels PART G NATIONAL STANDARD for GENERAL SAFETY REQUIREMENTS for VESSELS defines Inshore Operations as:

“inshore operations — operations laterally along the coast from the base or regular port of departure, and within a limit of 15 nautical miles to seaward of the coast or of sheltered water limits designated by the legislation of each State or Territory; or within such lesser limits as may be specified by state or territory authorities under local waterway management legislation.”

Qualifying Sea Service Requirements – Also see page 43

The applicant must:

(a) have at least:

   (i) 30 days qualifying sea service working on board commercial vessels ≥5 m long while working in a deck, or deck and engineering, capacity on board, and a completed approved task book (see AMSA Task Book information);

   OR

   (ii) 240 days qualifying sea service working on board commercial or recreational vessels ≥5 m long while working as a deck, or deck and engineering, capacity on board;

   AND

Qualifying sea service:

(a) at least half must be seaward of sheltered waters;

OR

(b) the applicant may be issued with a Coxswain Grade 1 NC certificate restricted to sheltered waters.

Qualifying sea-service information can be found in the National Standards for Commercial Vessels Part D Crew Competencies at:


Please contact your state Marine Authority to obtain the latest Certificate of Competency information.
Applying to the Marine Authority for a Coxswain Grade 1 NC Certificate of Competency

To apply for a *Coxswain Grade 1 Near Coastal Certificate of Competency* applicants need to hold:

- MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)
- a current Provide first aid (or equivalent) Statement of Attainment, and,
Coxswain Grade 2 Near Coastal Course

MAR10413 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal)

Course Name & Awards

MAR10413 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal)

Licensing & Regulatory Requirements

Upon successfully completing all course requirements students will receive a nationally recognised MAR10413 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal). Holders may then apply to a marine authority for a Coxswain Grade 2 Near Coastal Certificate of Competency.

A state marine authority will issue a Coxswain Grade 2 NC Certificate of Competency after a person has met all eligibility requirements, including successfully completing MAR10413 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal), be 16 years of age, satisfy qualifying sea-service requirements, pass eyesight (vision and colour-vision) tests and complete a declaration or certificate of medical fitness. For further details please see the Australian Maritime Safety Authorities (AMSA) Coxswain Grade 2 Near Coastal (NC) Guidance Notice at http://www.amsa.gov.au/forms-and-publications/domestic/fact-sheets/.

Course Duration

Courses run over 11 days. Students have 12 months to successfully complete the course.

Classroom Study 11 days

Requirements to reach the Qualification

Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal) MAR10413 will be awarded upon satisfactory completion of all course requirements.

Assessment

Conditions and Methods of Assessment

Learning outcomes will be assessed using one, or a combination, of the following:

- Written test involving sketching, diagram interpretation, short answer questions, multiple choice questions, assignments, calculations
- Oral questioning
- Observation during practical exercises

Assessments/Assignments to be completed prior to issue of Certificate of Course Completion

- Language, Literacy & Numeracy Assessment (included in the Pre-Training Review)
- Nautical Knowledge Multiple Choice & Written Assessment
- Collision Regulations Multiple Choice Assessment
- Nautical Knowledge Learner’s Guide Assignments
- Nautical Knowledge On board Written & Practical Assessment
- Engineering Knowledge Multiple Choice & Written Assessment
- Engineering Knowledge Learner’s Guide Assignments
- Engineering Knowledge On board Written & Practical Assessment
- Safety & Emergency Multiple Choice, Written & Practical Assessments
### MAR10413 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Elements</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARF001</td>
<td>Apply basic survival skills in the event of vessel abandonment</td>
<td>Supervised Multiple Choice Assessment, Supervised Onboard Written Assessment, Supervised Practical Assessment</td>
</tr>
<tr>
<td>MARF002</td>
<td>Follow procedures to minimise and fight fires on board a vessel</td>
<td>Supervised Onboard Written Assessment, Supervised Practical Assessment</td>
</tr>
<tr>
<td>MARF004</td>
<td>Meet work health and safety requirements</td>
<td></td>
</tr>
<tr>
<td>MARI001</td>
<td>Comply with regulations to ensure safe operation of a vessel up to 12 metres</td>
<td>Supervised Nautical Knowledge Multiple Choice and Written Assessment, Supervised Collision Regulations Multiple Choice Assessment, Supervised Onboard Written Assessment, Supervised Practical Assessment, Unsupervised Nautical Knowledge Learner’s Guide Assignments</td>
</tr>
<tr>
<td>MARJ001</td>
<td>Follow environmental work practices</td>
<td></td>
</tr>
<tr>
<td>MARK001</td>
<td>Handle a vessel up to 12 metres</td>
<td></td>
</tr>
<tr>
<td>MARN002</td>
<td>Apply seamanship skills aboard a vessel up to 12 metres</td>
<td></td>
</tr>
<tr>
<td>MARC005</td>
<td>Operate inboard and outboard motors</td>
<td>Supervised Engineering Knowledge Multiple Choice and Written Assessment, Supervised Onboard Written Assessment, Supervised Practical Assessment, Unsupervised Engineering Knowledge Learner’s Guide Assignments</td>
</tr>
</tbody>
</table>

Course and Unit of Competency information can be accessed at [www.training.gov.au](http://www.training.gov.au).

### Course Resources

**Print Based Resources Required by Students**

Marine Training Services will provide:
- Course Information Folder
- Learner’s Guides
- Flip Cards for lights and shapes

The Learner will provide:
- Pen and Paper

**Physical Resources/ Marine Training Services Facilities used by Students**

- 17m Training Vessel Delphinus
- Firefighting Centre
- Fibre ropes and small cordage
- USL Code
Coxswain Grade 2 NC Certificate of Competency

As prescribed by the National Standard for Commercial Vessels Part D Crew Competencies (Appendix 1), the duties the holder of a Coxswain Grade 2 NC Certificate of Competency may perform are:

(a) command and operate the engines of a vessel <12 m long that is not carrying passengers:
   (i) in sheltered waters or within 5 nm from point of departure, shore base or aquaculture lease; and
   (ii) with propulsion power:
        (A) for an inboard engine — <100 kW unless endorsed to <500 kW inboard propulsion; or
        (B) for an outboard engine — unlimited

(b) command and operate the engines of a vessel that is not carrying passengers:
   (i) as a tender or auxiliary vessel within 3 nm of a parent vessel in the EEZ; and
   (ii) with propulsion power:
        (A) for an inboard engine — <100 kW unless endorsed to <500 kW inboard propulsion; or
        (B) for an outboard engine — unlimited

Qualifying Sea Service Requirements – Also see page 43

The applicant must:

(a) have completed a Coxswain Grade 2 course at Certificate 1 level; and
(b) have at least:
   (i) 7 days qualifying sea service on commercial or recreational vessels, and a completed approved task book
       (see AMSA Task Book information);
   OR
   (ii) 60 days qualifying sea service on commercial or recreational vessels;

Coxswain Grade 2 NC – Endorsements

From AMSA’s Coxswain Grade 2 Near Coastal Guidance Notice

“500 kW inboard propulsion power

A Coxswain Grade 2 NC can be endorsed to command a vessel with inboard propulsion power <500 kW if the person:

• Completes the Certificate II, Coxswain Grade 1 NC engineering units of the Transport and Logistics Industry Skills Council Ltd maritime training package.

Command a passenger carrying vessel

A Coxswain Grade 2 NC can be endorsed to carry passengers while in command of a domestic commercial vessel within the limits of a Coxswain Grade 2 if the person:

• Holds a certificate for the HLTAID003 unit of competency Provide first aid or another certificate that the National Regulator considers equivalent; and
• Completes 30 days’ qualifying sea service on commercial vessels ≥5 m long while working in a deck, or deck and engineering, capacity on board, and a completed approved task book (see AMSA Task Book information on page 40);

or

• 240 days’ qualifying sea service on vessels ≥5 m long while working in a deck, or deck and engineering, capacity on board, of which all may be accrued on recreational vessels.

Note: Unless your certificate is endorsed to carry passengers, you cannot command a vessel carrying passengers.”

Qualifying sea-service information can be found in the National Standards for Commercial Vessels Part D Crew Competencies at:


Please contact your state Marine Authority to obtain the latest Certificate of Competency information.
Master up to 24m Near Coastal Course

MAR30913 Certificate III in Maritime Operations (Master up to 24 metres Near Coastal)

Course Name & Awards

MAR30913 Certificate III in Maritime Operations (Master up to 24 metres Near Coastal)

Licensing & Regulatory Requirements

Upon successfully completing all course requirements students will receive a nationally recognised MAR30913 Certificate III in Maritime Operations (Master up to 24 metres Near Coastal) Certificate of Course Completion. Holders may then apply to a marine authority for a Certificate of Competency.

A state marine authority will issue a Master <24m NC Certificate of Competency after a person has met all eligibility requirements, including successfully completing MAR30913 Certificate III in Maritime Operations (Master up to 24 metres Near Coastal), be 16 years of age, satisfy qualifying sea-service requirements, pass eyesight (vision and colour-vision) tests and complete a declaration or certificate of medical fitness. For further details please see the Australian Maritime Safety Authorities (AMSA) Master <24m Near Coastal (NC) Guidance Notice at http://www.amsa.gov.au/forms-and-publications/domestic/fact-sheets/.

Course Duration

Courses run over a 24 day period, however, full Fee for Service students have up to 12 months to complete the course.

Classroom Study 24 days

Requirements to reach the Qualification

Certificate III in Maritime Operations (Master up to 24 metres Near Coastal) MAR30913 will be awarded on satisfactory completion of all Units of Competency.

Assessment

Conditions and Methods of Assessment

Learning outcomes will be assessed using one, or a combination, of the following:

- Written test involving sketching, diagram interpretation, chartwork exercises, plotting, short answer questions, multiple choice questions, assignments, calculations
- Oral questioning
- Observation during practical exercises

Assessments/Assignments to be completed prior to issue of Certificate of Course Completion

- Language, Literacy & Numeracy (included in the Pre-Training Review)
- Coastal Navigation Assessment
- Coastal Navigation On board Written & Practical Assessment
- Radar Assessment
- Radar On board Written & Practical Assessment
- Ship Knowledge Assessment
- Ship Knowledge On board Written & Practical Assessment
- Nautical Knowledge Assessment
- Collision Rules & Regulations Assessment
- Nautical Knowledge On board Written & Practical Assessment
- Elements of Shipboard Safety Written & Practical Assessments
- Elements of Shipboard Safety Learner’s Guide Assignments

Additional Assessments

- Long Range Operator Certificate of Proficiency (LROCP) Examination
MAR30913 Certificate III in Maritime Operations (Master up to 24 metres Near Coastal)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Elements</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elements of Shipboard Safety</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARF001</td>
<td>Apply basic survival skills in the event of vessel abandonment</td>
<td>• Supervised ESS Multiple Choice Assessment</td>
</tr>
<tr>
<td>MARF002</td>
<td>Follow procedures to minimise and fight fires on board a vessel</td>
<td>• Supervised Onboard Written Assessment</td>
</tr>
<tr>
<td>MARF004</td>
<td>Meet work health and safety requirements</td>
<td>• Supervised Practical Assessment Elements of Shipboard Safety Learner’s Guide Assignments</td>
</tr>
<tr>
<td>MARF005</td>
<td>Survive at sea using survival craft</td>
<td></td>
</tr>
<tr>
<td><strong>Coastal Navigation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARH003</td>
<td>Manage and maintain a navigational watch on board vessels up to 80 metres</td>
<td>• Supervised Written Assessment</td>
</tr>
<tr>
<td>MARH004</td>
<td>Plan and navigate a passage for a vessel up to 80 metres</td>
<td>• Supervised Onboard Written Assessment</td>
</tr>
<tr>
<td><strong>Wheelhouse Equipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARH005</td>
<td>Use wheelhouse equipment for safe navigation</td>
<td>• Supervised Practical Assessment</td>
</tr>
<tr>
<td><strong>Ship Knowledge</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARB004</td>
<td>Perform routine maintenance on a vessel up to 24 metres</td>
<td>• Unsupervised Learner’s Guide Assignments</td>
</tr>
<tr>
<td>MARB005</td>
<td>Slip or dock a vessel and maintain hull on a vessel up to 80 metres</td>
<td></td>
</tr>
<tr>
<td><strong>Nautical Knowledge</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSBFLM303</td>
<td>Contribute to effective workplace relationships</td>
<td>• Supervised Nautical Knowledge Written Assessment</td>
</tr>
<tr>
<td>MARJ002</td>
<td>Observe regulations to ensure safe operation of a vessel up to 80 metres</td>
<td>• Supervised Collision Regulations Multiple Choice Assessment</td>
</tr>
<tr>
<td>MARJ002</td>
<td>Monitor environmental management on a vessel</td>
<td>• Supervised Onboard Written Assessment</td>
</tr>
<tr>
<td>MARK002</td>
<td>Manoeuvre a vessel up to 24 metres within near coastal waters</td>
<td>• Supervised Practical Assessment</td>
</tr>
<tr>
<td>MARN003</td>
<td>Perform seamanship operations on board a vessel up to 24 metres</td>
<td>• Unsupervised Learner’s Guide Assignments</td>
</tr>
</tbody>
</table>

Course and Unit of Competency information can be accessed at [www.training.gov.au](http://www.training.gov.au).

**Resources**

**Print Based Resources Required by Students**

Marine Training Services will provide:

- Course Information Folder
- Learner’s Guides
- Understanding a Nautical Chart
- Flip Cards for Lights & Shapes
- Parallel Rules and Dividers
- Chart

The Learner will provide:

- Drawing Compass
- Calculator (mobile phones with calculator functions cannot be used during assessments)
- 2B Pencil, Eraser, Pen and Paper

**Physical Resources/ Marine Training Services Facilities used by Students**

- 17m Training Vessel MB Delphinus
- Marine Radar
- Marine Radio Equipment
- Meteorological Instruments
- Fibre ropes and small cordage USL Code
- Hand bearing compass
- Portable DGPS unit interfaced with Endeavour navigator and laptop computer
- Navigational publications – chart index, list of lights, list of radio signals, local and national tide tables
**Master <24m NC Certificate of Competency**

As prescribed by the *National Standard for Commercial Vessels Part D Crew Competencies* (Appendix 1), the holder of a Master <24m Near Coastal Certificate of Competency may perform the following duties:

(a) command a commercial vessel <24 m long in the EEZ

(b) act as Chief Mate or deck watchkeeper on a vessel <35 m long in the EEZ

(c) act as Chief Mate or deck watchkeeper on a vessel <80 m long in inshore waters

Paragraph (a) restricted to:

(d) if the holder does not meet the sea service requirement mentioned in paragraph (a) above — command of a vessel only in sheltered waters

**Applying to the Marine Authority for a Certificate of Competency**

To apply for a *Master <24m Near Coastal Certificate of Competency* applicants need to hold:

- a Certificate III in Maritime Operations (Master up to 24 metres Near Coastal) MAR30913 Course Certificate,
- a current Provide first aid (or equivalent) Statement of Attainment, and,
- a Marine Radio – Long Range Operator Certificate of Proficiency (LROCP)

**Qualifying Sea Service Requirements**

The applicant must have at least:

1. (i) 120 days of qualifying sea service in the 5 years before the application working on board commercial vessels ≥7.5 m long, and completed an approved task book (see AMSA Task Book information); **OR**
   
   (ii) 600 days of qualifying sea service, of which:
   
   (A) at least half must be accrued on vessels ≥7.5m long; and
   
   (B) at least half must be accrued on commercial vessels; and
   
   (C) up to half may be accrued on recreational vessels ≥5 m long;

2. The applicant must have accrued the qualifying sea service while working in a deck, or deck and engineering, capacity on board.

3. For the qualifying sea service mentioned in paragraph (1):
   
   (a) at least half must be seaward of sheltered waters;
   
   **OR**
   
   (b) the applicant may be issued with a Master <24 m NC certificate restricted to sheltered waters.

Qualifying sea-service information can be found in the National Standards for Commercial Vessels Part D Crew Competencies at:


Please contact your state Marine Authority to obtain the latest Certificate of Competency information.

**PLEASE NOTE: Local Knowledge Certificates**

Holders of Master < 24m NC Certificates of Competencies are required to hold Local Knowledge Certificates for the area/s they operation in.

MED 3 Near Coastal Course

MAR20413
Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal)

Course Name & Awards
Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal) MAR20413

Licensing & Regulatory Requirements
Upon successfully completing all course requirements students will receive a nationally recognised MAR20413 Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal) Certificate of Course Completion. Holders may then apply to a marine authority for a Certificate of Competency.

A state marine authority will issue a MED 3 NC Certificate of Competency after a person has met all eligibility requirements, including successfully completing MAR20413 Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal) Course, be 16 years of age, satisfy qualifying sea-service requirements, pass eyesight (vision and colour-vision) tests and complete a declaration or certificate of medical fitness. For further details please see the Australian Maritime Safety Authorities (AMSA) Marine Engine Driver Grade 3 Near Coastal (NC) Guidance Notice at http://www.amsa.gov.au/forms-and-publications/domestic/fact-sheets/.

Course Duration
Courses run over a 10 day period, however, full Fee for Service students have up to 12 months to complete the course.

Classroom Study 10 days

Requirements to reach the Qualification
MAR20413 Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal) will be awarded on satisfactory completion of all Units of Competency.

Assessment
Conditions and Methods of Assessment
Learning outcomes will be assessed using one, or a combination, of the following:

- Written test involving sketching, diagram interpretation, short answer questions, multiple choice questions, assignments, calculations
- Oral questioning
- Observation during practical exercises

Assessments/Assignments to be completed prior to issue of Certificate of Course Completion

- Numeracy and Literacy Assessment
- Engineering Knowledge Assessment
- Engineering Knowledge Assignments
- MED 3 Onboard Assessment
- Hand and Power Tools Assessment
- Hand and Power Tools Assignment
- Elements of Shipboard Safety Written & Practical Assessments
- Elements of Shipboard Safety Learner’s Guide Assignments
## MAR20413 Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal)

<table>
<thead>
<tr>
<th>Unit Cluster</th>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements of Shipboard Safety</td>
<td>MARF001</td>
<td>Apply basic survival skills in the event of vessel abandonment</td>
<td>- Supervised ESS Multiple Choice Assessment</td>
</tr>
<tr>
<td></td>
<td>MARF002</td>
<td>Follow procedures to minimise and fight fires on board a vessel</td>
<td>- Supervised Onboard Written Assessment</td>
</tr>
<tr>
<td></td>
<td>MARF004</td>
<td>Meet work health and safety requirements</td>
<td>- Supervised Practical Assessments</td>
</tr>
<tr>
<td></td>
<td>MARF005</td>
<td>Survive at sea using survival craft</td>
<td>- ESS Learner’s Guide Assignments</td>
</tr>
<tr>
<td>Engineering Knowledge</td>
<td>BSBWOR203B</td>
<td>Work Effectively with others</td>
<td>- Supervised Engineering Knowledge Written Assessment</td>
</tr>
<tr>
<td></td>
<td>MARB003</td>
<td>Service marine internal combustion engines, and propulsion and auxiliary systems</td>
<td>- Supervised Onboard Written Assessment</td>
</tr>
<tr>
<td></td>
<td>MARC001</td>
<td>Complete engine room tasks</td>
<td>- Supervised Practical Assessment</td>
</tr>
<tr>
<td></td>
<td>MARC002</td>
<td>Maintain hull out of water</td>
<td>- Unsupervised Engineering Knowledge Learner’s Guide Assignments</td>
</tr>
<tr>
<td></td>
<td>MARC003</td>
<td>Operate and maintain extra low and low voltage electrical systems and equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MARC004</td>
<td>Operate deck machinery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MARC007</td>
<td>Operate marine internal combustion engines, and propulsion and auxiliary systems</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MARJ001</td>
<td>Follow environmental work practices</td>
<td></td>
</tr>
</tbody>
</table>

Course and Unit of Competency information can be accessed at [www.training.gov.au](http://www.training.gov.au).

### Resources

**Print Based Resources Required by Students**

Marine Training Services will provide:

- Course Information Folder
- Learner’s Guides

The Learner will provide:

- Calculator (mobile phones with calculator functions are not to be used in assessments)
- Pen and Paper

**Physical Resources/ Marine Training Services Facilities used by Students**

- 17m Training Vessel MB Delphinus
- Marine diesel engines
- Generator
- Machinery components cut away for demonstration
- DVD,s, video’s eg. Interaction, Engine Cycles, Anchoring, Engine teardown and reassembly
- Diesel engine for tear down & reassembly
- Tools for tear down & reassembly
**MED 3 NC Certificate of Competency**

As prescribed by the *National Standard for Commercial Vessels Part D Crew Competencies* (Appendix 1), the holder of a Marine Engine Driver Grade 3 Near Coastal Certificate of Competency may perform the following duties:

(a) Chief Engineer on a vessel with propulsion power <500 kW, in the EEZ

(b) Second Engineer (second in charge of the engine room) on a vessel with propulsion power <750 kW, in the EEZ

**Applying to the Marine Authority for a Certificate of Competency**

To apply for a *Marine Engine Driver Grade 3 Near Coastal Certificate of Competency* applicants need to hold:

- a Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal) MAR20413 Course Certificate, and,
- a current Provide first aid (or equivalent) Statement of Attainment.

**Qualifying Sea Service Requirements – Also see page 43**

Marine Engine Driver Grade 3 NC

(1) The applicant must:

   (a) have at least:

      (i) 20 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥75 kW and a completed approved task book (see AMSA Task Book information) while working on board as a general purpose hand or an assistant to an engineer or to an engine driver;

      OR

      (ii) 60 days qualifying sea service on vessels with inboard diesel engines with propulsion power ≥75 kW while working on board as a general purpose hand, an assistant to an engineer or to an engine driver; and

(2) An applicant whose qualifying sea service for paragraph (1)(a) is not on vessels with inboard diesel engines may be issued with a Marine Engine Driver Grade 3 certificate restricted to outboard engines.

Qualifying sea-service information can be found in the National Standards for Commercial Vessels Part D Crew Competencies at:


*Please contact your state Marine Authority to obtain the latest Certificate of Competency information.*
MED 2 Near Coastal Course

MAR30813
Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)

Course Name & Awards
MAR30813 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)

Licensing & Regulatory Requirements
Upon successfully completing all course requirements students will receive a nationally recognised MAR30813 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal) Certificate of Course Completion. Holders may then apply to a marine authority for a Certificate of Competency.

A state marine authority will issue a MED 2 NC Certificate of Competency after a person has met all eligibility requirements, including successfully completing MAR30813 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal) Course, be 16 years of age, satisfy qualifying sea-service requirements, pass eyesight (vision and colour-vision) tests and complete a declaration or certificate of medical fitness. For further details please see the Australian Maritime Safety Authorities (AMSA) Marine Engine Driver Grade 2 Near Coastal (NC) Guidance Notice at http://www.amsa.gov.au/forms-and-publications/domestic/fact-sheets/.

Course Duration
Courses run over a 14 day period, however, full Fee for Service students have up to 12 months to complete the course.

Classroom Study 14 days

Requirements to reach the Qualification
Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal) MAR30813 will be awarded on satisfactory completion of all Units of Competency.

Assessment
Conditions and Methods of Assessment
Learning outcomes will be assessed using one, a combination, of the following:

- Written test involving sketching, diagram interpretation, short answer questions, multiple choice questions, assignments, calculations
- Oral questioning
- Observation during practical exercises

Assessments/Assignments to be completed prior to issue of Certificate of Course Completion
- Numeracy and Literacy Assessment
- Engineering Knowledge Assessment
- Engineering Knowledge Assignment
- MED 2 Onboard Assessment
- Hand & Power Tools Assessment
- Hand & Power Tools Assignment
- Elements of Shipboard Safety Written & Practical Assessments
- Elements of Shipboard Safety Learner’s Guide Assignments
MAR30813
Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Elements</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARF001</td>
<td>Apply basic survival skills in the event of vessel abandonment</td>
<td>Supervised ESS Multiple Choice Assessment</td>
</tr>
<tr>
<td>MARF002</td>
<td>Follow procedures to minimise and fight fires on board a vessel</td>
<td>Supervised Onboard Written Assessment</td>
</tr>
<tr>
<td>MARF004</td>
<td>Meet work health and safety requirements</td>
<td>Supervised Practical Assessments</td>
</tr>
<tr>
<td>MARF005</td>
<td>Survive at sea using survival craft</td>
<td>ESS Learner’s Guide Assignments</td>
</tr>
</tbody>
</table>

## Elements of Shipboard Safety

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Elements</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>MARF001</td>
<td>Apply basic survival skills in the event of vessel abandonment</td>
<td>Supervised ESS Multiple Choice Assessment</td>
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<tr>
<td>MARF002</td>
<td>Follow procedures to minimise and fight fires on board a vessel</td>
<td>Supervised Onboard Written Assessment</td>
</tr>
<tr>
<td>MARF004</td>
<td>Meet work health and safety requirements</td>
<td>Supervised Practical Assessments</td>
</tr>
<tr>
<td>MARF005</td>
<td>Survive at sea using survival craft</td>
<td>ESS Learner’s Guide Assignments</td>
</tr>
</tbody>
</table>

## Engineering Knowledge

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Elements</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARF001</td>
<td>Apply basic survival skills in the event of vessel abandonment</td>
<td>Supervised ESS Multiple Choice Assessment</td>
</tr>
<tr>
<td>MARF002</td>
<td>Follow procedures to minimise and fight fires on board a vessel</td>
<td>Supervised Onboard Written Assessment</td>
</tr>
<tr>
<td>MARF004</td>
<td>Meet work health and safety requirements</td>
<td>Supervised Practical Assessments</td>
</tr>
<tr>
<td>MARF005</td>
<td>Survive at sea using survival craft</td>
<td>ESS Learner’s Guide Assignments</td>
</tr>
</tbody>
</table>

Course and Unit of Competency information can be accessed at [www.training.gov.au](http://www.training.gov.au).

## Resources

### Print Based Resources Required by Students

Marine Training Services will provide:

- Course Information Folder
- Learner’s Guides

The Learner will provide:

- Calculator
- Pen and Paper

### Physical Resources/ Marine Training Services Facilities used by Students

Training Vessel MB Delphinus

- 17m Training Vessel MB Delphinus
- Marine diesel engines
- Generator
- Machinery components cut away for demonstration
- DVD’s, video’s eg. Interaction, Engine Cycles, Anchoring, Engine teardown and reassembly
- Diesel engine for tear down & reassembly
- Tools for tear down & reassembly
MED 2 NC Certificate of Competency

As prescribed by the National Standard for Commercial Vessels Part D Crew Competencies (Appendix 1), the holder of a Marine Engine Driver Grade 2 Near Coastal Certificate of Competency may perform the following duties:

(a) Chief Engineer on a vessel with propulsion power <750 kW, in the EEZ
(b) Second Engineer on a vessel with propulsion power <1500 kW, in the EEZ

Applying to the Marine Authority for a Certificate of Competency

To apply for a Marine Engine Driver Grade 2 Near Coastal Certificate of Competency applicants need to hold:

- a Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal) MAR30813 Course Certificate, and,
- a current Provide first aid (or equivalent) Statement of Attainment.

Qualifying Sea Service Requirements – Also see page 43

Marine Engine Driver Grade 2 NC

The applicant must have at least:

(i) 180 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥150 kW and a completed approved task book (see AMSA Task Book information) while working on board as a general purpose hand or an assistant to an engineer or to an engine driver;

OR

(ii) 360 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥150 kW while working on board as a general purpose hand or an assistant to an engineer or to an engine driver;

OR

(iii) 120 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥150 kW and a completed approved task book (see AMSA Task Book information), while holding a Coxswain Grade 1 NC or Coxswain Grade 2 NC certificate endorsed for 500 kW inboard propulsion or a Marine Engine Driver Grade 3 NC certificate and working on board as a general purpose hand, an assistant to an engineer Schedule 1 Requirements for certificates of competency or to an engine driver, an engine driver, a chief engineer or a second engineer;

OR

(iv) 240 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥150 kW, while holding a Coxswain Grade 1 NC or Coxswain Grade 2 NC certificate endorsed for 500 kW inboard propulsion or Marine Engine Driver Grade 3 NC certificate and working on board as an assistant to an engineer or to an engine driver, an engine driver, a chief engineer or a second engineer;

OR

(v) 90 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥150 kW and a completed approved task book (see AMSA Task Book information) while holding a workshop skill equivalent qualification and working on board as a general purpose hand or an assistant to an engineer or to an engine driver;

OR

(vi) 180 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥150 kW, while holding a workshop skill equivalent qualification and working on board as a general purpose hand or an assistant to an engineer or to an engine driver.

Qualifying sea-service information can be found in the National Standards for Commercial Vessels Part D Crew Competencies at:


Please contact your state Marine Authority to obtain the latest Certificate of Competency information.
Master (Inland Waters) Course
MAR31013 Certificate III in Maritime Operations (Master Inland Waters)

Course Name & Awards
MAR31013 Certificate III in Maritime Operations (Master Inland Waters)

Licensing & Regulatory Requirements
Upon successfully completing all course requirements students will receive a national recognised MAR31013 Certificate III in Maritime Operations (Master Inland Waters) Certificate of Course Completion. Holders may then apply to a marine authority for a Certificate of Competency.

A state marine authority will issue a Master (Inland Waters) Certificate of Competency after a person has met all eligibility requirements, including successfully completing MAR31013 Certificate III in Maritime Operations (Master Inland Waters) Course, be 16 years of age, satisfy qualifying sea-service requirements, pass eyesight (vision and colour-vision) tests and complete a declaration or certificate of medical fitness. For further details please see the Australian Maritime Safety Authorities (AMSA) Master (Inland Waters) Guidance Notice at http://www.amsa.gov.au/forms-and-publications/domestic/fact-sheets/.

Course Duration
Courses run over a 14 day period, however, full Fee for Service students have up to 12 months to complete the course.

Classroom Study 14 days

Requirements to reach the Qualification
Certificate III in Maritime Operations (Master Inland Waters) MAR31013 will be awarded on satisfactory completion of the course.

Assessment
Conditions and Methods of Assessment
Learning outcomes will be assessed using one, or a combination, of the following:

- Written test involving sketching, diagram interpretation, short answer questions, multiple choice questions, assignments, calculations
- Oral questioning
- Observation during practical exercises

Assessments/Assignments to be completed prior to issue of Certificate of Course Completion

- Language, Literacy & Numeracy (included in the Pre-Training Review)
- Ship Knowledge Assessment
- Ship Knowledge Onboard Assessment
- Nautical Knowledge Assessment
- Collision Rules & Regulations Assessment
- Nautical Knowledge Onboard Assessment
- Elements of Shipboard Safety (Liferafting & Firefighting)
- Provide First Aid Statement of Attainment
### MAR31013 Certificate III in Maritime Operations (Master Inland Waters)

<table>
<thead>
<tr>
<th>Elements of Shipboard Safety</th>
<th>Unit Code</th>
<th>Unit Elements</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARF001</td>
<td></td>
<td>Apply basic survival skills in the event of vessel abandonment</td>
<td>Supervised ESS Multiple Choice Assessment</td>
</tr>
<tr>
<td>MARF002</td>
<td></td>
<td>Follow procedures to minimise and fight fires on board a vessel</td>
<td>Supervised Onboard Written Assessment</td>
</tr>
<tr>
<td>MARF004</td>
<td></td>
<td>Meet work health and safety requirements</td>
<td>Supervised Practical Assessment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ship Knowledge</th>
<th>MARB004</th>
<th>Perform routine maintenance on a vessel up to 24 metres</th>
<th>Supervised Written Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARB005</td>
<td></td>
<td>Slip or dock a vessel and maintain hull on a vessel up to 80 metres</td>
<td>Supervised Practical Assessment</td>
</tr>
<tr>
<td>MARJ002</td>
<td></td>
<td>Monitor environmental management on a vessel</td>
<td>Unsupervised Learner’s Guide Assignments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nautical Knowledge</th>
<th>BSBFLM303C</th>
<th>Contribute to effective workplace relationships</th>
<th>Supervised Nautical Knowledge Written Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARH002</td>
<td>Apply weather information when navigating inland waters as Master</td>
<td>Supervised Collision Regulations Multiple Choice Assessment</td>
<td></td>
</tr>
<tr>
<td>MARH003</td>
<td>Manage and maintain a navigational watch on board vessels up to 80 metres</td>
<td>Supervised Onboard Written Assessment</td>
<td></td>
</tr>
<tr>
<td>MARK002</td>
<td>Maneuvre a vessel up to 24 metres within near coastal waters</td>
<td>Supervised Practical Assessment</td>
<td></td>
</tr>
<tr>
<td>MARN003</td>
<td>Perform seamanship operations on board a vessel up to 24 metres</td>
<td>Unsupervised Learner’s Guide Assignments</td>
<td></td>
</tr>
<tr>
<td>MAR1002</td>
<td>Observe regulations to ensure safe operation of a vessel up to 80 metres</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Course and Unit of Competency information can be accessed at [www.training.gov.au](http://www.training.gov.au).

### Resources

**Print Based Resources Required by Students**

Marine Training Services will provide:

- Course Information Folder
- Learner’s Guides
- Flip Cards for Lights & Shapes

The Learner will provide:

- Pen and Paper

**Physical Resources/ Marine Training Services Facilities used by Students**

- 17m Training Vessel MB Delphinus
- Meteorological Instruments
- Fibre ropes and small cordage USL Code
- DVDs, video’s eg. Interaction, Anchoring
- PowerPoint presentation
Master (Inland Waters) Certificate of Competency

As prescribed by the National Standard for Commercial Vessels Part D Crew Competencies (Schedule 2), the holder of a Master (Inland Waters) Certificate of Competency may perform the following duties:

(a) command a commercial vessel <24 m long in inland waters

Qualifying Sea Service Requirements – Also see page 43

The applicant must have at least:

(i) 60 days qualifying sea service on commercial vessels ≥7.5 m long and a completed approved task book (see AMSA Task Book information) while working in any deck capacity on board;

OR

(ii) 120 days qualifying sea service on vessels ≥7.5 m long while working on board in a deck, or deck and engineering, capacity on board;

For subparagraph (ii), all the sea service may be on recreational vessels.

The certificate may be endorsed to allow the holder to be a Mate on a vessel <80 m in inland waters, if the applicant:

(a) completes an approved task book;

and

(b) provides evidence of having worked at least 7 days working on board under supervision on a vessel ≥24 m operating in inland waters after a Master (Inland waters) certificate was issued to him or her.

The certificate may be endorsed to allow the holder to command a vessel <80 m in inland waters if the applicant:

(a) completes an approved task book;

and

(b) provides evidence of having worked at least 14 days working on board under supervision on a vessel ≥24 m operating in inland waters after a Master (Inland waters) certificate was issued to him or her.

Qualifying sea-service information can be found in the National Standards for Commercial Vessels Part D Crew Competencies at:


Please contact your state Marine Authority to obtain the latest Certificate of Competency information.
Qualifying Sea Service Requirements

The following is extracted from the *National Standard for Commercial Vessels Part D Crew Competencies* (Appendix 1).

1. Qualifying sea service is measured in days spent performing the tasks appropriate to the class of certificate to which it applies.

2. An applicant for a certificate of competency must accrue at least half the qualifying sea service required for the certificate in the 5 years before the application.

3. Sea service performed by a person when the person is less than 16 years old may be counted as qualifying sea service:

   (a) only for a Coxswain Grade 1 or 2 or a Marine Engine Driver Grade 3 certificate; and
   
   (b) only if the person was at least 14 years old when the sea service was performed.

4. For qualifying sea service:

   (a) a day is 7.5 hours; and
   
   (b) sea service of at least 7.5 hours in any 24 hour period is taken to be served as a whole day and no more than a whole day.

5. An applicant is credited an additional 10 days qualifying sea service for each 20 days qualifying sea service accrued on voyages:

   (a) each of which is more than 24 hours long; and
   
   (b) each of which includes periods underway in a watchkeeping capacity or undertaking deck duties in both day and night; and
   
   (c) on which fatigue is managed in accordance with the STCW Convention.

   *Note* For paragraph (c) — see section A-VIII of the STCW Code.

6. Qualifying sea service:

   (a) may be accrued:

      (i) for a deck certificate — at up to 15% of the sea service required, on a vessel that is not underway, while the applicant is performing duties in a deck capacity or refitting work; and
      
      (ii) for an engineering certificate — at up to 33% of the sea service required, on a vessel that is not underway and while the applicant is performing engine related duties or refitting; or

   (b) in any other case — must be accrued while the vessel is underway.

7. All of the sea service in dual certificate duties (deck and engineering) on vessels with a propulsion power \( \leq 750 \text{ kW} \) can be counted as service for both deck and engineering duties only for dual certified roles performed in accordance with the dual certification rules mentioned in subclause 6(9) of Schedule 2 to Part E.

8. For calculating sea service, a vessel is *underway* when it is:

   (a) operating; or
   
   (b) not tied to a jetty; or
   
   (c) at anchor with a person on anchor watch; or
   
   (d) being manoeuvred to free it from being aground.

9. For a person living on a vessel, time spent on the vessel may be counted as qualifying sea service only if the person is carrying out relevant navigational or engineering work during that time.

   *Example of time that may be counted as qualifying sea service*

   Time when the person is doing any relevant navigational or engineering work and the vessel is carrying out its normal commercial operations, taking passengers, navigating, at anchor during sight-seeing or charter.

   *Example of time that may not be counted as qualifying sea service*

   Time when the person is not doing any relevant navigational or engineering work, eg when the vessel is at anchor with the person off duty.
Recognition of other types of service
The National Regulator may recognise qualifying sea service, in capacities or trades or on kinds of vessels, that is not recognised by this Part as qualifying sea service according to its equivalence to:

(a) the duration and frequency of voyages; and
(b) the kind of duties performed and their duration and frequency; and
(c) the level of responsibility during the service; and
(d) the relevance of the service to the certificate of competency applied for.

Example
Service on defence vessels.

Note For further information — see the AMSA website at http://www.amsa.gov.au.

Equivalence in service
(1) This section applies to a person who completes sea service that the National Regulator considers equal to all or part of qualifying sea service being considered for eligibility of the person to hold a certificate of competency.

(2) The sea service is taken to be qualifying sea service for the certificate of competency to the extent that the National Regulator considers appropriate.

Evidence
(1) The applicant must give the National Regulator evidence of sea service accrual.

(2) Without limiting subsection (1), the applicant may provide evidence in the following ways:

(a) a declaration, in a form acceptable to the National Regulator;
(b) an approved sea service log book or task book;
(c) a letter from the operator, owner, master or chief engineer of a vessel detailing the sea service accrued by the applicant.

Note 1 Section 71 of the national law provides that the National Regulator may require a person to give further information about an application by the person for a certificate. The National Regulator may decline to consider or further consider the application until the information is provided.

Note 2 It is an offence to make a statement that is false or misleading in an application for a certificate — see Criminal Code, s 137.1.

Discounting service
If the National Regulator considers that a period of qualifying sea service was completed at a time that is, or in circumstances that are, of little or no relevance to the certificate of competency for which the applicant applies, the National Regulator may discount all or part of the service.
Australian Maritime Safety Authority (AMSA) Task Books

Completion of an AMSA Task Books can reduce the amount of Sea Service required by an applicant to attain a Certificate of Competency from the marine authority.

The Task Book is a book of exercises that a student completes on a commercial vessel under the supervision of the vessel’s Master or Engineer (with the exception of Coxswain Grade 2 NC Task Books which can be completed on a commercial or recreational vessel, however the Master or Engineer needs to hold the relevant marine qualification).

Coxswain Grade 1 and Grade 2, Master <24m, Master Inland Waters, MED 3 & MED 2 Task Books are available from Marine Training Services.

To obtain a Task Book MTS require the following:

- Candidates contact details – Postal Address, contact phone numbers and email address
- A certified passport photo taken within the last 6 months
- Certified copy of a photographic evidence of identity document (ie. Driver’s Licence or Passport)
- Payment. Task Books are $50 each

For further Task Book information please see contact Marine Training Services on 03 5229 5432.

Remote Learning

Remote Learning is the term used for study undertaken by correspondence or externally of a course venue.

Remote Learning means students can enrol in a course and learn at their own pace – at home or on board their vessel. However, some components require compulsory attendance, these include Elements of Shipboard Safety, written assessments, practical tasks and assessments carried out during practical onboard tuition boat trips on our training vessel Delphinus. Some on board tasks can be carried out on your vessel or on your work vessel.

Remote Learners need to be self-motivated, disciplined and have time to allocate to regular study. Experience with self-paced learning is an advantage.

Upon enrolment students who choose the Remote Learning option, will be sent all print based resources. Students then have the option of learning at home, on board their vessel or at a relevant work place. It is expected that most of the learning will take place on board a vessel. For safety reasons, all practical activities should only be carried out under the supervision of a responsible mentor such as the master or skipper of the vessel.

The following course components require full attendance and cannot be completed by Remote Learning:

- Elements of Shipboard Safety
- Onboard Tuition & Assessment
- Written Assessments

Remote Learning students can attend scheduled courses anytime within the period of their enrolment by contacting the office to make arrangements.

Students are encouraged to work through the course one component at a time, sit the assessment and then move on to the next component. Assessments may be taken in the classroom with a scheduled course or at our office in Geelong by arrangement.

Where Learner’s Guide Assignments are included in the component, these assignments are to be successfully completed and marked prior to sitting written assessments.

Written Assessments will be marked within 2 weeks of the assessment being completed and Assignments will be marked within 2 weeks from received date.
If assistance with any part of the course is required, students can contact the office and arrange to speak to an instructor. Queries can either be discussed over the phone, or if required individual tuition can be arranged.

Remote Learning students are given 12 months from date of enrolment to successfully complete all course requirements. Students who have not completed the course within the 12 month period, and who wish to continue with training, will be required to re-enrol and pay a further course fee.

Following are the theory components that can be studied by Remote Learning:

**Coxswain Grade 1**
- Nautical Knowledge Theory
- Engineering Knowledge Theory
- Marine Radio (LROCP) Theory

**Coxswain Grade 2**
- Nautical Knowledge Theory
- Engineering Knowledge Theory

**Master up to 24m**
- Coastal Navigation Theory
- Wheelhouse Equipment Theory
- Ship Knowledge Theory
- Nautical Knowledge Theory

**Master (Inland Waters)**
- Ship Knowledge Theory
- Nautical Knowledge Theory

**MED 3**
- Engineering Knowledge Theory

**MED 2**
- Engineering Knowledge Theory
From Enrolment to Issue of a Certificate of Competency

Receive, ‘MTS Student Information Handbook’, and ‘Pre-Training Review’ and ‘Enrolment Form’

To enrol in the course complete and return:
1. Completed **Pre-Training Review and Enrolment Form** (including certified Evidence of Identity and any other relevant supporting documents)
   Post original completed Pre-Training Review and Enrolment Form to:
   Marine Training Services
   17 Swanston Street
   Geelong Vic 3220

2. MTS will process your Pre-Training Review and Enrolment Form. If all enrolment requirements are met MTS will issue a **Statement of Fees** detailing course cost and payment details.

3. Once you receive the Statement of Fees arrange payment. Payment can be made by Cheque, Money Order, Cash or Direct Credit. (We do not have credit card facilities). Our Direct credit details are:
   Marine Training Services
   Bendigo Bank
   BSB 633000
   Account No. 105828586

Upon receipt of payment MTS will post a course confirmation letter, a Training Plan and course materials

Sign and return one copy of the Training Plan

Attend course and successfully complete all course requirements within time period allocated

MTS issues a Certificate of Course Completion

Apply to marine authority for a Certificate of Competency. In Victoria, the marine authority is Maritime Safety Victoria (“MSV”) ([www.transportsafety.vic.gov.au](http://www.transportsafety.vic.gov.au) or contact their Marine Occupational Qualifications section 1800 233 022)


MSV will process your Application for a Certificate of Competency. After meeting all application requirements MSV will authorise an oral examination. The oral examination is conducted by MSV.

Upon successfully completing the oral examination a Certificate of Competency will be issued by MSV. Please note: You cannot skipper a vessel commercially until you receive your Certificate of Competency from a marine authority.
Course Venues
Location and Public Transport

Docklands - Boat School
Boat School, Shed 3, North Wharf Road, Victoria Harbour, Docklands. Free parking available at the venue, or a short walk from Southern Cross Railway Station.

Geelong - Royal Geelong Yacht Club
Eastern Beach Road, Geelong. Limited all day parking at venue, parking available in surrounding streets. 1.5km walk from Geelong Railway Station.
Credit Transfer (CT) and Recognition of Prior Learning (RPL)

Competency-based training places emphasis on the workplace application of attained knowledge and skills - not how long spent in training or the amount of knowledge acquired in a formal learning environment.

Credit Transfer (CT)

Australian Qualifications and Statements of Attainments that have been issued by any other Registered Training Organisation (RTO) may be recognised by Marine Training Services. To apply for a Credit Transfer, students must be able to present their Qualification or Statement of Attainment with National codes and titles that match the current course in which they are enrolling in.

To receive a Credit Transfer a student needs to provide a certificate or statement of attainment or certified copy of the certificate or statement of attainment that shows they have completed a required Unit of Competency from the current course. A certificate or statement of attainment needs to show:

- Your name and details
- Course name & Unit Code/s of qualification
- Date qualification was granted
- Course Provider’s name, details and RTO number

Credit Transfers can be applied for by completing and submitting an “Application for Recognition of Certificate/s as Credit Transfer” form together with a copy of the relevant certificate/s to the office.

All Credit Transfers must be applied for and formalised prior to course commencement.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process that assesses an individual’s competency/s that may have been acquired through formal, non-formal and informal learning to determine if they can demonstrate they have the current skills and knowledge to achieve a unit/s of competency. Recognition of Prior Learning is conducted with the same rigour as any other form of assessment.

Definitions

Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of Attainment.

Non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment, and

Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities

If you can demonstrate you have the current skills and knowledge required in a unit of competency you will receive recognition for this prior learning.

RPL involves a detailed assessment of your current skills and Knowledge. You should only apply if you have a real belief that you currently possess the skills and knowledge that are outlined in a unit of competency document. Unit of competency documents can be found on www.training.gov.au.

RPL Assessment Process

It is the RPL applicant’s responsibility to prove they have the current skills and knowledge required in a unit of competency. This is achieved by:

- Completing the RPL Application form
- Providing a Portfolio of Evidence
- Demonstrating Current Competency
- Paying RPL fee
RPL Fees
RPL Application Processing fee $200

RPL Assessment per unit of competency is:
Certificate II $160.00 per unit of competency
Certificate III $200.00 per unit of competency

RPL fees will be capped at:
MAR10413 Coxswain Grade 2 NC $1,625
MAR20313 Coxswain Grade 1 NC $1,850
MAR20413 MED 3 NC $1,650
MAR30813 MED 2 NC $1,650
MAR30913 Master <24m NC $2,450
MAR31013 Master Inland Waters $1,375

RPL Application Form
You will be required to provide:
- your details and contact information
- Code and name of unit/s of competency you are applying for RPL
- Details of your formal, non-formal and informal learning

Evidence in support of your RPL Application
You will be required to provide evidence documents to support of your RPL application.

This evidence is to demonstrate how and where you have acquired your skills and knowledge, and how you have continued to use your competencies in your recent employment or activities.

Evidence may come from the following sources:
- Life experience
- Training courses and programmes
- Work experience

Evidence Records
Evidence records can be any type of work or professional document. For example: copies of qualifications, result notices or even extracts from your work diary are your professional records. Minutes of meetings, timesheets and personnel records are examples of work records. It is often useful to have work records verified by another person from your workplace. They can do this by writing a statement to this effect on the copy of the record you are submitting and then signing it.

This evidence may include, but not be limited to:
- Educational qualifications, certificates, and/or awards
- Reports
- Statement of results/attainment from both formal and informal training that you have completed
- Information on training programmes completed, eg. curriculum
- Work history and records
- Employment testimonials
- Sample of work completed
- References or testimonials from past/current work supervisors
- Documentation of practical experiences in the workplace or the community including photo’s, reports, video
- Copies of projects that you have undertaken
- Documents you create that link your training and assessment to the unit/s of competency

Note that original documents, such as certificates, workplace reports, will be copied after being sighted by the assessor and a copy kept with your RPL application.
Demonstrate Current Competency

RPL Applicants will be required to demonstrate that their skills and knowledge are still current. This will include supervised written and practical challenge tests and completion of unsupervised assignments. Some of the challenge testing will be conducted on board. Onboard and practical challenge tests can be completed on days scheduled by MTS for this type of assessment. Alternatively, where appropriate, on board and practical assessments can be completed on commercial vessels under appropriate supervision.

You will be provided with materials to assist in completing challenge testing.

A timetable to complete challenge testing will be arranged with you. Some challenge tests can be conducted at our Geelong Office Monday to Friday between 9am and 5pm by arrangement. Other testing will be completed within our scheduled programs.

For further RPL information and an application form please contact Marine Training Services on 03 5229 5432 or by email marinets@tpg.com.au.
## Steps to Achieving Recognition of Prior Learning (RPL)

### STEP 1
If you believe you may be eligible for RPL, consider if your **skills** and **knowledge** will meet all the requirements outlined in a Unit of Competency.

Read ‘Application for Recognition of Prior Learning (RPL)’ information sheet.

Complete the following:

1. Application for Recognition of Prior Learning (RPL) form.
2. Provide evidence records to support your RPL Application.
3. Pay RPL Application and Processing Fees. Payment can be made by cheque, money order or direct credit. Our direct credit details are:
   
   Marine Training Services  
   Bendigo Bank  
   BSB 633000  
   Account No. 105828586

### STEP 2 – Application for RPL must be made prior to or at the time of enrolment in a course and at least one month before a course commences.

Your completed RPL Application can be delivered to or posted to:

Marine Training Services  
17 Swanston Street  
Geelong Vic 3220

If submitting by post please provide certified copies of your evidence documents.

### STEP 3
Upon receiving your RPL Application MTS will commence processing your RPL Application and access your RPL evidence.

A timetable for the challenge testing to demonstrate your current competency with be scheduled.

Marine Training Services will base their judgement for granting or denying RPL on:

1. your Evidence Records; and,  
2. results of Challenge Testing

### STEP 4
If your Application for RPL is **SUCCESSFUL**, you will be granted RPL, your record will be adjusted and you will be advised in writing prior to the commencement of any training.

If your Application for RPL is **UNSUCCESSFUL**, you will not be granted RPL and you will be advised in writing with reasons.

### STEP 5
If your application for RPL is **UNSUCCESSFUL** and you wish to **APPEAL** the decision, you can lodge an appeal in writing with Marine Training Services and your application will be reassessed.

If the **APPEAL** is **UPHELD** you can gain the competency by experience or through training, then resubmit an application.

If the **APPEAL** is **SUCCESSFUL**, you will be granted RPL, your record will be adjusted and you will receive notification in writing.
International Qualification Recognition


Those holding any other international qualifications seeking an Australian Near Coastal Certificate of Competency are required to comply with the requirements in the National Standards for Commercial Vessels Part D Crew Competencies (a copy of the NSCV Part D is APPENDIX 1 of this document). This includes holding the relevant MAR Maritime Training Package qualification and for filling marine authority Certificate of Competency application requirements.

To receive a certificate of course completion for a MAR Maritime Training Package qualification individuals need to:

- Complete MTS Pre-Training Review and Enrolment Form.
- Provide evidence of identity as defined in the MTS Enrolment Form
- Received Statement of Fees
- Pay relevant fee
- Complete MAR qualification by **one** of the following methods:
  - Enrol in the full course, attend and complete all course and assessment requirements. See above for course details.
  - Apply for Recognition of Prior Learning (RPL). Please see RPL information above.

If you have any questions please contact MTS on 03 5229 5432.
Upon Successful Completion of Course Requirements

Upon successfully completing all course requirements, participants will be issued with two (2) original Certificates of Course Completion. One can be retained by the participant and the other can be submitted to a marine authority with an Application for a Certificate of Competency.

Application for a Certificate of Competency


General Information

Student Attendance and Behaviour

Students are required to follow all Marine Training Services rules and instructions from staff representing the organisation, act in a non-discriminatory manner at all times, and respect the rights of other students, staff and visitors.

Attendance at scheduled course classes is paramount in ensuring students gain the maximum benefits associated with their training and fulfil the attendance requirements of their course. Students are responsible for notifying their Trainer (or the Student Administration Department on 03 5229 5432) if they are unable to attend a training session for whatever reason.

Students are also required to adhere to Marine Training Services academic rules and regulations. If a student is found to have acted in a way that Marine Training Services deems to be misconduct, they may implement disciplinary action in the form of suspension or cancellation of the student’s enrolment.

Complaints and Appeals

Students have access to Marine Training Services complaints and appeals process. The complaints and appeals policy and procedure ensures that fair and equitable processes are implemented for any complaints or appeals against Marine Training Services.

Students are able to submit a formal complaint to Marine Training Services relating to any concern they may have (such as academic or attendance record decisions, should they feel a person has acted inappropriately or treated someone unfairly, etc). All complaints are handled in confidence and are reviewed by Vic Goy.

A student may also appeal a decision made by Marine Training Services in regards to an assessment outcome. Where a student feels they have been unfairly judged and assessed on a specified task, project or assessment they may have the assessment reviewed by submitting an appeal form. Students must provide supporting evidence or explanations as to why they feel the assessment is unfair and why they should be given further opportunity to be assessed.

All students have access to the complaints and appeals policy and procedure and a copy can be produced by the Student Administration Department at any time upon request.

Complaints, Grievances and Appeals may be made in person or in writing to:

Mr Vic Goy
Marine Training Services
17 Swanston Street
Geelong Vic 3220
Phone 03 5229 5432

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Equity Commitment

All Marine Training Services staff will adhere to the principles and practices of equity in education and training; they will treat every student fairly and without discrimination. Marine Training Services has procedures in place to ensure any student concerns are dealt with immediately and appropriately (refer to the Complaints and Appeals policy).

Marine Training Services acknowledges its legal obligations under State and Federal equal opportunity law, including:

- The Racial Discrimination Act, 1975 (Commonwealth)
- The Sex Discrimination Act, 1975 (Commonwealth)
- Disability Discrimination Act, 1992 (Commonwealth)
- The Equal Opportunity Act, 1995 (Victoria)

All legislation can be accessed at: www.comlaw.gov.au

Marine Training Services fosters equality and access in a training environment that is fair and conducive to learning at all levels. Our training services are available to all participants regardless of ethnicity, gender, age, marital status, sexual orientation, physical or intellectual impairment.

All Marine Training Services staff are required to have an awareness and understanding of access and equity issues and are required to demonstrate access and equity principles in all dealings with students and other staff.

If you believe you have been treated unfairly by a Marine Training Services Representative, please contact Vic Goy on 03 5229 5432.

Occupational Health and Safety

Marine Training Services complies with all relevant Occupational Health and Safety legislation. Trainers will actively take steps to identify hazards that could cause harm to participants in the classroom and learning environment. Where possible, the trainers will take action to remove or control these hazards, and will report the hazard to the appropriate on site personnel.

Where practicable, students must take responsibility for their own health and safety and that of their fellow students, or employees. This means students must follow all safety rules, procedures and the instructions of their trainer while in attendance at Marine Training Services training venues.

Privacy

The primary purpose in collecting your information is to fulfil our business commitments to you in providing education and training. We may use the information you provide to help improve the services we deliver to you, measure interest in our services, inform you of other products and services or to comply with requirements under the law. We shall not otherwise disclose your personal information to any other party without your consent and we do not sell personal information to third parties.

Marine Training Services will at all times respect the privacy of students. Under the Privacy Act, the individual’s registration details stated on the enrolment form will only be used for the issuing of a training certificate for the purpose of applying for a Commercial Qualification with an Australian Maritime Safety Authority (AMSA) Agent, such as Maritime Safety Victoria. Students will be required to sign a student release on the enrolment form that gives permission to Marine Training Services to release relevant academic records to the Maritime Safety Victoria Examiners for the purpose of their oral examination and to employers paying course enrolment fees.

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

Collection of your data

Marine Training Services is required to provide the Department with student and training activity data. This includes personal information collected in the Marine Training Services enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth’s Unique Student Identifier (USI).

Use of your data
The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning.

A student’s USI may be used for specific VET purposes including the verification of student data provided by Marine Training Services; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Disclosure of your data
As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory
The Department’s collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

Survey participation
You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Consequences of not providing your information
Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy

Access, correction and complaints
You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact Marine Training Services’ Privacy Officer in the first instance by phone 03 5229 5432 or email marinets@tpg.com.au.

Further information
For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to: http://www.education.vic.gov.au/Pages/privacypolicy.aspx.

For further information about Unique Student Identifiers, including access, correction and complaints, go to: http://www.usi.gov.au/Students/Pages/student-privacy.aspx.

Access to Student Records
Students may access their personal records held by Marine Training Services at any time. Students may contact student administration to discuss a suitable time to view their file and access will only be granted once a student can confirm their identification. Student Access to the file will be granted within 2 days of confirming the student’s identification.

Student Support Services
Being a student is exciting, but it can also be challenging. All staff can be approached to gain advice on academic and personal issues. Staff at Marine Training Services will offer professional and confidential advice in areas where they can help and will ensure that all efforts are taken to ensure a positive learning experience is achieved.

If assistance with any part of the course is required, students can contact the office and arrange to speak to an Instructor. Queries can either be discussed over the phone, or if required individual tuition can be arranged.

Dr Cindy Nelson is able to provide links to external sources of support where the Marine Training Services staff are not qualified or it is in the student’s best interests to seek professional advice.

In the case of an emergency the student must contact ‘000’ via telephone to report the emergency to appropriate authorities.

For student welfare and guidance services contact Dr Cindy Nelson on 03 5229 5432.
Student Safety

Marine Training Services has a number of processes to provide a safe and secure learning environment to all students. These include hours of operation and access to staff to assist students where required.

When travelling to and from course venues it is important to ensure your own safety at all times. Follow are some tips to ensure your safety and all staff are able to assist you with strategies to improve your safety.

Student Safety Tips

- Don't openly carry valuables, including iPods, mobile phones, laptops, etc.
- Find suitable and safe routes to petrol stations, shops and your local police station. Try to find routes that are well lit and busy.
- Avoid confrontation - it is better and safer to walk away if you are being provoked.
- If you feel you are being followed, cross the street, and if you are still worried, move as quickly as possible to a public area (such as a restaurant) and then telephone for help.
- At night, walk in pairs in well-lit areas and on busier streets, not dark alleyways and side-streets.
- Have your keys ready well before you reach the door of your car or house.
- If you are going away, tell someone you trust where you are going and when you will be back.
- If travelling by bus or tram at night, try not to wait alone at the bus or tram stops. Arrange for others to meet you at your home stop if you are returning late and have a long way to walk home.
- If you are travelling by train at night, do not sit in an empty carriage. Try to sit near groups of people in a well-lit area.
- Check the time of the last train, bus or tram home to avoid being stranded at night.
- Avoid walking alone after getting off public transport at night. If you can, walk close to a group of people or arrange for someone to meet you.

Academic Misconduct

Students at Marine Training Services are expected to maintain the highest standards of academic conduct. We know that most students conduct themselves with integrity and are disturbed when they observe others cheating. The following information should help you avoid unintentional academic misconduct and clarify the consequences of plagiarism and/or cheating.

Definitions:

Plagiarism

It is the act of presenting another person’s work as your own, and failing to acknowledging that the thought, ideas or writings are of another person.

Specifically it occurs when:

- other people’s work and/or ideas are paraphrased and presented without a reference;
- other students’ work is copied or partly copied;
- phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page;

Cheating

To act dishonestly or unfairly in connection to an assessment conducted by the RTO.

Academic misconduct is considered a serious offence at Marine Training Services. For students who have been deemed to intentionally plagiarise/ cheat, it may result in being suspended, or permanently removed from the course.

To avoid plagiarism and/ or cheating and its penalties, students are advised to note the following:

- You may quote from someone else’s work (for example from textbooks, journals or other published materials) but you must always indicate the author and source of the material.
- You should name sources for any graphs, tables or specific data, which you include in your assignment.
- You must not copy someone else’s work and present it as your own

If the student does not agree with the RTO’s decision, then they are able access the Complaints and Appeals Policy and Procedure. All students have access to the Academic Misconduct Policy and Procedure and a copy can be produced by the Student Administration Department at any time upon request.
Competency-Based Training and Assessment Process

Competency-based training (CBT) is an approach to vocational education and training that places emphasis on what a person can do in the workplace as a result of completing a training program. The aim of CBT is to ensure that vocational education and training programs better meet the needs of Australia’s industries and enterprises.

Outcomes from CBT reflect workplace duties, working environments and performance requirements. This should include performing higher level duties such as planning, problem solving and managing tasks through to completion. CBT programs are often comprised of Units of Competency that contain specific learning outcomes, which are based on standards set by the particular industry. Delivery of training may occur in a variety of forms (classroom, work based) to ensure an overall understanding of all skills and knowledge is available.

Assessment is the process of collecting evidence and making judgments on whether competency has been achieved. The purpose of assessment is to confirm that an individual can perform the standard expected in the workplace, as expressed in the relevant endorsed industry or enterprise competency standards. Assessments through this course will require students to complete a variety of written work, oral questions, practical demonstrations and assignment/portfolio presentations.

Where a student has undertaken an assessment and it has been marked as 'NS' (Not Satisfactory), they will be allowed to re-sit the test/or have a re-assessment. If they are deemed NS for a second and third time they are to discuss their options with Mr Vic Goy who can arrange further tutoring, or attendance of classroom training.

Training Evaluation

Marine Training Services fully appreciates and acts accordingly to any feedback that you give us. A Learner Questionnaire will be forwarded to you at the completion of your training course. Please be assured that Learner Questionnaires remain confidential and are only used for the purpose of improving the quality of our service to students.

Course participants may also receive a National Centre for Vocational Education and Research (NCVER) survey and/or an invitation to participate in a Department of Education and Early Childhood Development endorsed project and/or be contacted by the Victorian Skills Commission for audit purposes.

Dates & Time of Availability of Instructors

Instructors are available for contact between the hours 09:00 – 12:00 and 13:00 – 17:00 Monday to Friday. If for some reason a lecturer is unavailable, staff will take your name and contact phone number and an instructor will call you back at the earliest convenience.

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Academic Coordinator – CVO</th>
<th>Mrs Claire Cashion</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Phone</td>
<td>03 5229 5432</td>
<td></td>
</tr>
<tr>
<td>By Post</td>
<td>Marine Training Services</td>
<td>17 Swanston Street</td>
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<td></td>
<td>Geelong Vic 3220</td>
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<td>By Fax</td>
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<td><a href="mailto:marinets@tpg.com.au">marinets@tpg.com.au</a></td>
<td></td>
</tr>
<tr>
<td>In Person</td>
<td>The office is located at</td>
<td>17 Swanston Street, Geelong Vic 3220</td>
</tr>
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References

Maritime Safety Victoria

Australian Maritime Safety Authority (AMSA)
http://www.amsa.gov.au

Certificate of Competency Application Forms

National Standards for Commercial Vessels Part D Crew Competencies

MAR Maritime Training Package
Accessible online www.training.gov.au

Victorian Training Guarantee Funding Information

Office of Maritime Communication
http://www.amc.edu.au/omc

Further Information

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Marine Occupational Qualifications 1800 233 022
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Australian Skills Quality Authority (ASQA)
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National Marine Safety Committee (NMSC)
www.nmsc.gov.au
National Standards for Commercial Vessels

Department of Education & Training
1800 809 834
APPENDIX 1

National Standard for Commercial Vessels

Part D   Crew competencies
Published 18 November 2013

Approved by the Standing Council on Transport and Infrastructure — 15 November 2013

This compilation was prepared by the Australian Maritime Safety Authority on 21 July 2015 taking into account Amendment No.1, 2015 and Amendment No. 2, 2015 approved by the Maritime Agencies Forum on 16 July 2015.

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Published by the Australian Maritime Safety Authority, GPO Box 2181 Canberra, ACT 2601.
Foreword

This Part of the National Standard for Commercial Vessels (NSCV) was prepared as part of the review of the Uniform Shipping Laws (USL) Code and the previous edition of Part D (1.0) in August 2006. It replaces Sections 2 and 3 of the USL Code and the previous edition of Part D.

This Part is to be read in conjunction with Part B — General Requirements of the NSCV.
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Chapter 1  Preliminary

1.1 Scope
This Part provides for the levels of competence required for a certificate of competency as General Purpose Hand, Marine Engine Driver, Engineer, Coxswain, Mate or Master on vessels to which the national law applies.

1.2 Objectives
The objectives of this Part are to set out:
(a) requirements for certificates of competency; and
(b) the operations permitted by holders of certificates of competency.

1.3 Definitions
(1) In this Part:
aid to vision means glasses or contact lenses that have been prescribed by an optometrist or ophthalmologist to correct refractive error of a person’s eye.
approved means approved in writing by the National Regulator.
auxiliary vessel means a vessel that:
(a) does not operate further from its parent vessel than:
   (i) if it does not carry passengers — 5 nautical miles; or
   (ii) if it carries passengers — 2 nautical miles; or
   (iii) another distance determined by the National Regulator; and
(b) is less than 7.5 m long, or another length approved by the National Regulator; and
(c) carries up to 12 passengers, or another number approved by the National Regulator; and
(d) is not powered by a petrol inboard engine.
course, for a certificate of competency, means a course:
(a) conducted by an approved training organisation for the certificate; or
(b) that the National Regulator considers to be at least equivalent to the course mentioned in paragraph (a).

Note To be an approved training organisation, an organisation must be registered — see Marine Order 506 (Approval of training organisations — national law) 2013, paragraph 10(a).
certificate of competency — see national law, section 6.
Chief Mate means the second in command of a commercial vessel.
colour deficient, for an applicant for a certificate of competency, means that the applicant does not meet the criteria mentioned in Division 4.4 for the applicant.
command certificate, for a kind of vessel, means a certificate of competency that allows the holder to be the master of that kind of vessel.
daylight hours are the hours between sunrise and sunset.
deck capacity, for duties performed by a seafarer, means duties performing tasks related to the navigation of a vessel.
deck certificate means any of the following certificates of competency:
(a) Master <24 m NC;
(b) Master (Inland waters);
(c) Master <35 m NC;
(d) Mate <80 m NC;
(e) Master <80 m NC.

**declaration of medical fitness** — see section 4.5.

**dual certificate** means any of the following certificates of competency:

(a) General Purpose Hand NC;
(b) Coxswain Grade 2 NC;
(c) Coxswain Grade 1 NC.

EEZ means the exclusive economic zone of Australia.

*Note* The Seas and Submerged Lands Act 1973 provides that:

(a) the Governor-General may by proclamation declare the limits of the whole or parts of the exclusive economic zone of Australia; and

(b) the Minister may prepare charts relating to the limits of the exclusive economic zone of Australia.

**engineering capacity**, for duties performed by a seafarer, means duties performing tasks related to the machinery of a vessel.

**engineering certificate** means any of the following certificates of competency:

(a) Marine Engine Driver Grade 3 NC;
(b) Marine Engine Driver Grade 2 NC;
(c) Marine Engine Driver Grade 1 NC;
(d) Engineer Class 3 NC.

**final assessment**, for the following matters about a certificate of competency, means an assessment by the National Regulator, or an organisation approved by the National Regulator, of whether the applicant has operational knowledge, and knowledge of Australian maritime legislation, appropriate for the kind of certificate:

(a) an application for the certificate;
(b) an application for renewal of the certificate.

**inland waters** means non-tidal waters that are open for public navigation.

**national law** means the Marine Safety (Domestic Commercial Vessel) National Law set out in Schedule 1 to the *Marine Safety (Domestic Commercial Vessel) National Law Act 2012*.

**National Regulator** has the same meaning as in the national law.

**NC** means near coastal.

**operate** a vessel has the same meaning as in the national law.

**qualifying sea service** — see section 3.1.

**recreational vessel** means a vessel that is being used for recreational purposes.
**STCW Code** means the Seafarers’ Training, Certification and Watchkeeping (STCW) Code as adopted by resolution of the 2010 Conference of Parties to the STCW Convention.

**STCW Convention** means the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, done at London on 7 July 1978, as in force for Australia from time to time.

**tender** means a vessel that:

(a) is used only to transport goods or people between the shore and its parent vessel or between its parent vessel and another vessel; and

(b) does not operate further from its parent vessel than 1 nautical mile, or another distance determined by the National Regulator; and

(c) is less than 7.5 m long, or another length approved by the National Regulator.

**training package** has the same meaning as in the Standards for VET Accredited Courses 2011.

**unit of competency** has the same meaning as in the Standards for VET Accredited Courses 2011.

*Note*  *Standards for VET Accredited Courses 2011* is a legislative instrument made under section 188 of the *National Vocational Educational and Training Regulator Act 2011*.

**workshop skill equivalent qualification** means any of the following:

(a) trade certificate as Diesel Fitter;

(b) trade certificate as Electrical Fitter;

(c) trade certificate in Fitter and turner/machinist;

(d) Certificate III in Automotive/mechanical — diesel fitter;

(e) Certificate III in Automotive/mechanical — heavy vehicle Road Transport;

(f) Certificate III in Automotive/mechanical — engine reconditioning;

(g) Certificate III in Automotive/mechanical — heavy vehicle mobile equipment, plant/earthmoving/agriculture;

(h) Certificate III in Boilermaking;

(i) Certificate III in Engineering/mechanical trade;

(j) Certificate III in ESI generation electrical/electronic; (k) Certificate III in ESI generation mechanical;

(l) Certificate III in Marine mechanics;

(m) any other approved qualification that includes workshop skills.

(2) In this Part:

(a) **commercial vessel, inshore, inshore operations** and **sheltered waters** have the meanings given by NSCV Part B — General Requirements; and

(b) an **endorsement**, for a certificate of competency, permits the holder of the certificate to perform the additional duties or to have the additional functions mentioned in the endorsement.
(3) The propulsion power of a vessel is determined in accordance with the following table.

<table>
<thead>
<tr>
<th>Item</th>
<th>Characteristics of vessel</th>
<th>Propulsion power</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All of the following:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) multi screw or multi propulsion;</td>
<td>The largest value of maximum continuous rated power of the vessel’s main propulsion machinery, for the propulsion of the vessel by 1 screw, on the vessel’s certificate of survey or certificate of operation</td>
</tr>
<tr>
<td></td>
<td>(b) &lt;35 m long;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) operating in waters to the outer limits of the EEZ</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Any other vessel</td>
<td>The total maximum continuous rated output power of all the vessel’s main propulsion machinery on the vessel’s certificate of survey or certificate of operation</td>
</tr>
</tbody>
</table>

Chapter 2 Certificates of competency

2.1 Eligibility criteria for certificates of competency

(1) An applicant for a certificate of competency mentioned in Schedule 1 must:
   (a) be at least 16 years when the certificate is issued; and
   (b) meet the requirements mentioned in Chapter 4 (Medical and eyesight requirements) and Schedule 1 (which includes course and qualifying sea service) for the certificate; and
   (c) for each certificate other than Coxswain Grade 2 — hold a certificate that meets the requirements of the HLTFA unit of competency Apply first aid or another certificate that the National Regulator considers to be equivalent.

(2) The requirements for a Certificate 1, Certificate 2, Certificate 3, Certificate 4 or Diploma level mentioned in Schedule 1 for a certificate of competency are those mentioned for the certificate of competency in Skills and knowledge required for NSCV certificates of competency, published by the Australian Maritime Safety Authority.

Note This document is available from the AMSA website at http://www.amsa.gov.au.

(3) For paragraph (1)(b), an applicant is taken to meet the requirement to complete a course mentioned in Schedule 1 if the National Regulator determines that the applicant’s sea service is equivalent to the requirement.

(4) For subsection (3), the National Regulator may take into account the following:
   (a) the kind of certificate held when the applicant undertook the sea service;
   (b) any training undertaken or to be undertaken by the applicant;
   (c) the kinds of duties performed by the applicant when undertaking the sea service.

2.2 What a certificate of competency permits

(1) A person who holds a certificate of competency may perform the duties mentioned for the certificate in Schedule 2, subject to the following restrictions:
   (a) any restrictions mentioned in Schedule 2 for the certificate;
   (b) if the person is colour deficient — he or she may perform duties for the following kinds of certificate during daylight hours only:
      (i) Coxswain Grade 2 NC;
(iii) Coxswain Grade 1 NC;
(iv) Master (Inland waters);
(v) Master <35 m NC;
(vi) Mate <80 m NC;
(vii) Master <80 m NC.

*Note 1* It is an offence to perform duties or functions for a domestic commercial vessel in breach of a condition of a certificate of competency — see section 69 of the national law.

*Note 2* A restriction may limit the holder to daylight hours, sheltered waters or <100 kW inboard propulsion power.

(2) The person may also perform any duties mentioned in an endorsement on the certificate in accordance with the conditions for the endorsement.

### 2.3 Equivalent certificates

(1) A person who holds a certificate mentioned in column 2 of Schedule 3 is taken to meet the requirements mentioned in section 2.1 for the certificate of competency mentioned in column 3 of Schedule 3 for the certificate.

(2) A person who holds a certificate that the National Regulator considers is equivalent to a certificate of competency is taken to meet the sea service requirements mentioned in Schedule 1 for the certificate of competency.

(3) If the certificate held by the person is subject to a restriction, the equivalent certificate of competency is also subject to a restriction of the same kind.

(4) Subsection (3) does not apply to a restriction:
   (a) to duties within a State or the Northern Territory or an area of a State or the Northern Territory; or
   (b) to fishing.

### Chapter 3 Qualifying sea service requirements

#### 3.1 Calculation of qualifying sea service

(1) Qualifying sea service is measured in days spent performing the tasks appropriate to the class of certificate to which it applies.

(2) An applicant for a certificate of competency must accrue at least half the qualifying sea service required for the certificate in the 5 years before the application.

(3) Sea service performed by a person when the person is less than 16 years old may be counted as qualifying sea service:
   (a) only for a Coxswain Grade 1 or 2 or a Marine Engine Driver Grade 3 certificate; and
   (b) only if the person was at least 14 years old when the sea service was performed.

(4) For qualifying sea service:
   (a) a *day* is 7.5 hours; and
   (b) sea service of at least 7.5 hours in any 24 hour period is taken to be served as a whole day and no more than a whole day.
An applicant is credited an additional 10 days qualifying sea service for each 20 days qualifying sea service accrued on voyages:

(a) each of which is more than 24 hours long; and

(b) each of which includes periods underway in a watchkeeping capacity or undertaking deck duties in both day and night; and

(c) on which fatigue is managed in accordance with the STCW Convention.

Note For paragraph (c) — see section A-VIII of the STCW Code.

Qualifying sea service:

(a) may be accrued:

(i) for a deck certificate — at up to 15% of the sea service required, on a vessel that is not underway, while the applicant is performing duties in a deck capacity or refitting work; and

(ii) for an engineering certificate — at up to 33% of the sea service required, on a vessel that is not underway and while the applicant is performing engine related duties or refitting; or

(b) in any other case — must be accrued while the vessel is underway.

All of the sea service in dual certificate duties (deck and engineering) on vessels with a propulsion power \(\leq 750 \, \text{kW}\) can be counted as service for both deck and engineering duties only for dual certified roles performed in accordance with the dual certification rules mentioned in subclause 6(9) of Schedule 2 to Part E.

For calculating sea service, a vessel is **underway** when it is:

(a) operating; or

(b) not tied to a jetty; or

(c) at anchor with a person on anchor watch; or

(d) being manoeuvred to free it from being aground.

For a person living on a vessel, time spent on the vessel may be counted as qualifying sea service only if the person is carrying out relevant navigational or engineering work during that time.

*Example of time that may be counted as qualifying sea service*

Time when the person is doing any relevant navigational or engineering work and the vessel is carrying out its normal commercial operations, taking passengers, navigating, at anchor during sight-seeing or charter.

*Example of time that may not be counted as qualifying sea service*

Time when the person is not doing any relevant navigational or engineering work, eg when the vessel is at anchor with the person off duty.

### 3.2 Recognition of other types of service

The National Regulator may recognise qualifying sea service, in capacities or trades or on kinds of vessels, that is not recognised by this Part as qualifying sea service according to its equivalence to:

(a) the duration and frequency of voyages; and

(b) the kind of duties performed and their duration and frequency; and

(c) the level of responsibility during the service; and
(d) the relevance of the service to the certificate of competency applied for.

Example
Service on defence vessels.

Note For further information — see the AMSA website at http://www.amsa.gov.au.

3.3 Equivalence in service
(1) This section applies to a person who completes sea service that the National Regulator considers equal to all or part of qualifying sea service being considered for eligibility of the person to hold a certificate of competency.

(2) The sea service is taken to be qualifying sea service for the certificate of competency to the extent that the National Regulator considers appropriate.

3.4 Evidence
(1) The applicant must give the National Regulator evidence of sea service accrual.

(2) Without limiting subsection (1), the applicant may provide evidence in the following ways:
   (a) a declaration, in a form acceptable to the National Regulator;
   (b) an approved sea service log book or task book;
   (c) a letter from the operator, owner, master or chief engineer of a vessel detailing the sea service accrued by the applicant.

Note 1 Section 71 of the national law provides that the National Regulator may require a person to give further information about an application by the person for a certificate. The National Regulator may decline to consider or further consider the application until the information is provided.

Note 2 It is an offence to make a statement that is false or misleading in an application for a certificate — see Criminal Code, s 137.1.

3.5 Discounting service
If the National Regulator considers that a period of qualifying sea service was completed at a time that is, or in circumstances that are, of little or no relevance to the certificate of competency for which the applicant applies, the National Regulator may discount all or part of the service.

Chapter 4 Medical and eyesight requirements

Division 4.1 Introduction

4.1 Application of Chapter 4
This Chapter sets out the medical and eyesight requirements for a person to hold a certificate of competency.

4.2 Eyesight requirements
An applicant for a certificate of competency must meet the eyesight standards mentioned in Division 4.3.

4.3 Equivalence of Certificate of Medical Fitness under Marine Order 9
An applicant for a certificate of competency for whom a Certificate of Medical Fitness under Marine Order 9 (Health — medical fitness) 2010 is current is taken to meet the medical and eyesight requirements of this Part.
Division 4.2 Medical requirements

4.4 Certificate of medical fitness
(1) An applicant for a certificate of competency must hold a certificate of medical fitness signed by a medical practitioner in a form approved by the National Regulator.
(2) However, this section does not apply if:
   (a) the applicant can demonstrate that he or she meets the medical fitness requirements mentioned in Division 4.5; or
   (b) for certificate of competency mentioned in section 4.5 — the applicant makes a declaration of medical fitness.
(3) A certificate of medical fitness must address the medical fitness requirements mentioned in Division 4.5.

4.5 Declaration of medical fitness
(1) This section applies to an application for any of the following certificates of competency:
   (a) General Purpose Hand NC;
   (b) Coxswain Grade 2 NC;
   (c) Coxswain Grade 1 NC;
   (d) Master <24 m NC;
   (e) Master (Inland waters);
   (f) Marine Engine Driver Grade 3 NC;
   (g) Marine Engine Driver Grade 2 NC.
(2) The applicant must make a declaration, in a form approved by the National Regulator, that the applicant has a satisfactory level of medical fitness.
(3) If the declaration shows that the applicant suffers from a medical condition mentioned in Division 4.6, the National Regulator must require a medical examination.

Division 4.3 Eyesight (vision)

4.6 Vision tests
A vision test must be conducted by an optometrist, ophthalmologist or medical practitioner.

4.7 Use of aid to vision
(1) An aid to vision is the only kind of optical aid that may be used in a vision test.
(2) A person whose certificate of medical fitness, including a Certificate of Medical Fitness under Marine Order 9 (Health — medical fitness) 2010, indicates that an aid to vision was used for the purpose of being found medically fit must, at all times when on duty on a vessel, use the aid when appropriate and keep a spare aid to vision available.
4.8 Deck certificates or dual certificates

(1) An application for a deck certificate or a dual certificate must include a statement by an optometrist, ophthalmologist or medical practitioner that the applicant’s vision meets the standards mentioned in Table C1.

(2) For an applicant who has vision in only 1 eye:
   (a) the applicant does not have to meet the standard that applies to the other eye; and
   (b) the certificate must include a statement that the applicant meets the standard with monocular vision only.

   Note: A person with monocular vision and anyone employing or supervising the person should be aware of the dangers of operating a crane or other lifting appliance where monocular vision may limit depth perception and affect safety.

<table>
<thead>
<tr>
<th>Table C1</th>
<th>Eyesight (vision) tests — deck certificates or dual certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>With or without aid to vision</td>
</tr>
<tr>
<td>Snellen Principle 6/6 (0.0 LogMar) in the better eye</td>
<td></td>
</tr>
<tr>
<td>Snellen Principle 6/9 (0.2 LogMar) in the other eye</td>
<td></td>
</tr>
<tr>
<td>Read N8 chart at 300 –500 mm</td>
<td></td>
</tr>
</tbody>
</table>

4.9 Engineering certificates

(1) An application for an engineering certificate must include a statement by an optometrist, ophthalmologist or medical practitioner that the applicant’s vision meets the standards mentioned in Table C2.

(2) For an applicant who has vision in only 1 eye:
   (a) the applicant does not have to meet the standard that applies to the other eye; and
   (b) the certificate must include a statement that the applicant meets the standard with monocular vision only.

<table>
<thead>
<tr>
<th>Table C2</th>
<th>Eyesight (vision) tests — engineering certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>With or without aids to vision</td>
</tr>
<tr>
<td>Snellen Principle 6/12 (0.2 LogMar) in 1 eye</td>
<td></td>
</tr>
<tr>
<td>Snellen Principle 6/12 (0.2 LogMar) in the other eye</td>
<td></td>
</tr>
<tr>
<td>Read N8 chart at 300–500 mm</td>
<td></td>
</tr>
</tbody>
</table>

**Division 4.4 Eyesight (colour-vision)**

4.10 Colour-vision tests

(1) A colour-vision test must be conducted by an optometrist, ophthalmologist or medical practitioner.

(2) A colour-corrective lens cannot be used in a colour-vision test.
4.11 Deck certificates or dual certificates

(1) An application for a deck certificate or a dual certificate must include a statement by an optometrist, ophthalmologist or medical practitioner that the applicant has passed:
   (a) the Ishihara Test; or
   (b) Holmes-Wright Lantern Test type B.

(2) However, the National Regulator may instead accept a statement from an optometrist, ophthalmologist or medical practitioner that, after having examined the applicant, the applicant suffers no greater abnormality in colour-vision than could be tested by the Ishihara Test, if the application is for any of the following certificates:
   (a) Coxswain Grade 2 NC;
   (b) Coxswain Grade 1 NC;
   (c) Master <24 m NC;
   (d) Master (Inland waters);
   (e) Master <35 m NC;
   (f) Mate <80 m NC;
   (g) Master <80 m NC.

4.12 Engineering certificates

(1) An application for a Marine Engine Driver Grade 1 NC or Engineer Class 3 NC certificate must include a statement by an optometrist, ophthalmologist or medical practitioner that the applicant has passed:
   (a) the Ishihara Test; or
   (b) Holmes-Wright Lantern Test type B; or
   (c) a colour-matching test in accordance with Marine Order 9 (Health — medical fitness) 2010.

(2) However, the National Regulator may instead accept a statement from an optometrist, ophthalmologist or medical practitioner that, after having examined the applicant, the applicant suffers no greater abnormality in colour-vision than could be tested by the Ishihara Test.

4.13 Conduct of Ishihara test

For an Ishihara test:
   (a) it must be conducted according to instructions for the test; and
   (b) the applicant must correctly identify at least 13 of the first 15 plates in the 24-plate version.

Division 4.5 Medical fitness requirements

4.14 Certification for particular medical conditions

(1) An application for a certificate of competency must include a certificate of medical fitness if:
   (a) the applicant is aware that he or she has a medical condition mentioned in Division 4.6; or
(b) the National Regulator thinks, on reasonable grounds, that the applicant has a medical condition mentioned in Division 4.6.

(2) However, for an applicant for whom a Certificate of Medical Fitness under Marine Order 9 (Health — medical fitness) 2010 is current, the following provisions do not apply:
(a) subsection (1);
(b) a requirement to make a declaration of medical fitness.

Note For review of a decision about a certificate, including a decision about whether an applicant satisfies criteria of medical fitness or conditions relating to medical fitness to which a certificate is subject — see Part 8 of the national law.

4.15 Loss of medical fitness
The holder of a certificate of competency whose level of medical fitness changes so that the holder no longer has a satisfactory level of medical fitness in accordance with section 4.6:
(a) must not, after becoming aware of the change in his or her level of medical fitness, perform duties or functions authorised by the certificate of competency without a medical certificate mentioned in paragraph (b); and
(b) may resume performing duties or functions authorised by the certificate of competency if a medical practitioner certifies that the holder’s level of medical fitness is restored so that the holder has a satisfactory level of medical fitness.

4.16 Examinations
A certificate of medical fitness may be given only by the medical practitioner who conducts a medical examination of the applicant.

4.17 Matters relevant to medical fitness
For a certificate of medical fitness or a declaration of medical fitness, the following must be taken into account:
(a) the nature of employment for which certificate or declaration is to be made;
(b) the medical and employment history of the applicant;
(c) the requirements mentioned in Division 4.6.

Division 4.6 Particular medical conditions

4.18 Purpose of Division 4.6
This Division sets out particular medical conditions and requirements relating to them that must be taken into account for a certificate of medical fitness or a declaration of medical fitness.

4.19 Hernia
The applicant must not have a hernia that has not satisfactorily been corrected by a curative operation, other than:
(a) a small inguinal hernia for which there is:
   (i) no risk of strangulation; and
   (ii) surgical opinion stating that there is no clinical indication for surgery and the applicant may be accepted as fit for lifting tasks; or
(b) a diaphragmatic hernia without disabling reflux oesophagitis or other symptoms.

4.20 Speech  
The applicant’s speech must be clear and without hesitation so that orders can be communicated effectively to other crew during times of emergency and messages can be transmitted and understood on a radio.

4.21 Hearing  
(1) The whispered voice, a watch or other proven tests may be used to test hearing ability.  
(2) However, if there is doubt about the fitness of the applicant, testing must be conducted by means of an audiogram.  
(2) When an audiogram is used, the hearing requirements are:  
(a) hearing loss in the better ear must be \( \leq 40 \) decibels (AMA standard) for the frequencies of 500 Hz, 1000 Hz and 2000 Hz; and  
(b) if hearing level does not meet the standard mentioned in paragraph (a) — a hearing aid may be used if the standard can be met when using the aid.  
(3) The applicant may meet the standard by demonstrating hearing that meets the standard in 1 ear.

4.22 External prostheses  
For an applicant with an external prosthesis, it must not interfere with the normal duties the applicant would be expected to perform.

4.23 Cardiac pacemaker  
For an applicant with a cardiac pacemaker, a medical practitioner, taking into account the state of the applicant’s health and the reliability of the pacemaker, must state that:  
(a) the applicant could perform the normal duties the applicant would be expected to perform; and  
(b) the safe operation of a vessel would not be affected by the applicant’s condition.

4.24 Epilepsy  
For an applicant with a history of epilepsy, a medical practitioner, taking into account the state of the applicant’s health, must state that:  
(a) the applicant is managing the epilepsy effectively; and  
(b) the applicant could perform the normal duties that the applicant would be expected to perform; and  
(c) the safe operation of a vessel would not be affected by the applicant’s condition.

4.25 Diabetes  
For an applicant with insulin-dependent diabetes, a medical practitioner must state that the person is managing the diabetes effectively.
4.26 **Tuberculosis**
An applicant with pulmonary tuberculosis must demonstrate that the disease is controlled or has been inactive for at least the previous 6 months.

**Division 4.7 Other matters**

4.27 **Period of currency of medical certificate**

(1) A medical practitioner issuing a certificate of medical fitness, or a medical practitioner, optometrist or ophthalmologist giving a statement about a vision or a colour vision test, must specify the date the examination was undertaken and the period for which the certificate or statement is current.

(2) The period of currency for a certificate of medical fitness or statement about a vision or colour vision test must not be more than 2 years.
Schedule 1   Requirements for certificates of competency

(section 2.1)

1.1 General Purpose Hand NC

*Note*  This is the lowest level of certificate for crew who are not in charge of a vessel or its engines.

The applicant must have completed a General Purpose Hand course at Certificate 1 level.

1.2 Marine Engine Driver Grade 3 NC

(1) The applicant must:

(a) have completed a Marine Engine Driver Grade 3 course at Certificate 2 level; and

(b) have at least:

(i) 20 days qualifying sea service on commercial vessels with propulsion power \( \geq 75 \text{ kW} \) that includes at least 10 days on vessels with inboard diesel engines and a completed approved task book; or

(ii) 60 days qualifying sea service on vessels with propulsion power \( \geq 75 \text{ kW} \) that includes at least 30 days on vessels with inboard diesel engines; and

(c) after meeting all the other requirements for the certificate — pass a final assessment.

(2) The applicant may be issued with a Marine Engine Driver Grade 3 NC certificate restricted to outboard engines if the applicant:

(a) does not meet the requirements for qualifying sea service on vessels with inboard diesel engines mentioned in paragraph (1)(b); and

(b) has:

(i) 20 days qualifying sea service on commercial vessels with propulsion power \( \geq 75 \text{ kW} \) and a completed approved task book; or

(ii) 60 days qualifying sea service on vessels with propulsion power \( \geq 75 \text{ kW} \).

(3) The qualifying sea service must be completed while performing any of the following:

(a) duties as a general purpose hand;

(b) duties permitted for a Coxswain Grade 1 NC or Coxswain Grade 2 NC certificate;

(c) duties as an assistant to an engine driver, to a chief engineer or to a second engineer.
1.3 Marine Engine Driver Grade 2 NC

(1) The applicant must:

(a) have completed a Marine Engine Driver Grade 2 course at Certificate 3 level; and
(b) have at least:

(i) 180 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥150 kW and a completed approved task book; or

(ii) 360 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥150 kW; or

(iii) 120 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥150 kW and a completed approved task book, while holding a Coxswain Grade 1 NC or Coxswain Grade 2 NC certificate endorsed for 500 kW inboard propulsion or a Marine Engine Driver Grade 3 NC certificate; or

(iv) 240 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥150 kW, while holding a Coxswain Grade 1 NC or Coxswain Grade 2 NC certificate endorsed for 500 kW inboard propulsion or Marine Engine Driver Grade 3 NC certificate; or

(v) 90 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥150 kW and a completed approved task book while holding a workshop skill equivalent qualification; or

(vi) 180 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥150 kW, while holding a workshop skill equivalent qualification; and

(c) after meeting all the other requirements for the certificate — pass a final assessment.

(2) The qualifying sea service must be completed while performing duties as:

(a) an engineer, an engine driver, a chief engineer or second engineer; or

(b) an assistant to an engine driver, to a chief engineer or to a second engineer; or

(c) a general purpose hand.

1.4 Marine Engine Driver Grade 1 NC

(1) The applicant must:

(a) have completed a Marine Engine Driver Grade 1 course at Certificate 4 level; and

(b) have at least:

(i) 240 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥375 kW and a completed approved task book while holding a Coxswain Grade 1 NC or Coxswain Grade 2 NC certificate endorsed for 500 kW inboard propulsion; or
(ii) 480 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥375 kW while holding a Coxswain Grade 1 NC or Coxswain Grade 2 NC certificate endorsed for 500 kW inboard propulsion; or

(iii) 180 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥375 kW and a completed approved task book, while holding a Marine Engine Driver Grade 3 NC certificate; or

(iv) 360 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥375 kW, while holding a Marine Engine Driver Grade 3 NC certificate; or

(v) 90 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥375 kW and a completed approved task book, while holding a workshop skill equivalent qualification; or

(vi) 180 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥375 kW, while holding a workshop skill equivalent qualification; or

(vii) 120 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥375 kW and a completed approved task book, while holding a Marine Engine Driver Grade 2 NC certificate; or

(viii) 240 days qualifying sea service on commercial vessels with inboard diesel engines with propulsion power ≥375 kW, while holding a Marine Engine Driver Grade 2 NC certificate; and

(c) after meeting all the other requirements for the certificate — pass a final assessment.

(2) The qualifying sea service must be completed while performing duties as:

(a) an engineer, an engine driver, a chief engineer or second engineer; or

(b) an assistant to an engine driver, to a chief engineer or to a second engineer; or

(c) a general purpose hand.

1.5 **Engineer Class 3 NC**

The applicant must:

(a) have completed an Engineer Class 3 course at Diploma level; and

(b) have qualifying sea service on commercial vessels with inboard diesel engines with ≥400 kW propulsion power of at least:

(i) while holding a Marine Engine Driver Grade 1 certificate — 180 days working on board as engineer in charge or on duties assisting the engineer in charge, and a completed approved task book; or

(ii) while holding a Marine Engine Driver Grade 1 certificate — 360 days working on board as engineer in charge or on duties assisting the engineer in charge; or

(iii) for an applicant holding a workshop skill equivalent qualification — 120 days working on board on duties assisting the engineer in charge, and a completed approved task book; or
(iv) for an applicant holding a workshop skill equivalent qualification — 240 days working on board on duties assisting the engineer in charge; or

(v) while holding a certificate of competency as Engineer Watchkeeper issued under the *Navigation Act 2012* — 90 days of working on board performing engine-room watchkeeping duties; and

(c) after meeting all the other requirements for the certificate — pass a final assessment.

### 1.6 Coxswain Grade 2 NC

The applicant must:

(a) have completed a Coxswain Grade 2 course at Certificate 1 level; and

(b) have at least:

(i) 7 days qualifying sea service on commercial or recreational vessels, and a completed approved task book; or

(ii) 60 days qualifying sea service on commercial or recreational vessels; and

(c) after meeting all the other requirements for the certificate — pass a final assessment.

### 1.7 Coxswain Grade 1 NC

(1) The applicant must:

(a) have completed a Coxswain Grade 1 course at Certificate 2 level; and

(b) hold a Marine Radio Operators VHF Certificate of Proficiency issued by the Australian Communications and Media Authority, or higher qualification, or an equivalent qualification approved by the National Regulator; and

(c) have at least:

(i) 30 days qualifying sea service working on board commercial vessels ≥5 m long while working in a deck, or deck and engineering, capacity on board, and a completed approved task book; or

(ii) 240 days qualifying sea service working on board commercial or recreational vessels ≥5 m long while working as a deck, or deck and engineering, capacity on board; and

(d) after meeting all the other requirements for the certificate — pass a final assessment.

(2) For the qualifying sea service mentioned in paragraph (1)(c):

(a) at least half must be seaward of sheltered waters; or

(b) the applicant may be issued with a Coxswain Grade 1 NC certificate restricted to sheltered waters.

### 1.8 Master <24 m NC

(1) The applicant must:

(a) have completed a Master <24 m course at Certificate 3 level; and
(b) hold a Marine Radio Operators Certificate of Proficiency issued by the Australian Communications and Media Authority, or higher qualification, or an equivalent qualification approved by the National Regulator; and

(c) have at least:
(i) 120 days of qualifying sea service in the 5 years before the application working on board commercial vessels ≥7.5 m long, and completed an approved task book; or
(ii) 600 days of qualifying sea service, of which:
   (A) at least half must be accrued on vessels ≥7.5m long; and
   (B) at least half must be accrued on commercial vessels; and
   (C) up to half may be accrued on recreational vessels ≥5 m long; and

(d) after meeting all the other requirements for the certificate — pass a final assessment.

(2) The applicant must have accrued the qualifying sea service while working in a deck, or deck and engineering, capacity on board.

(3) For the qualifying sea service mentioned in paragraph (1)(c):
(a) at least half must be seaward of sheltered waters; or
(b) the applicant may be issued with a Master <24 m NC certificate restricted to sheltered waters.

1.9 Master (Inland waters)

(1) The applicant must:
(a) have completed a Master (Inland waters) course at Certificate 3 level; and
(b) have at least:
   (i) 60 days qualifying sea service on commercial vessels ≥7.5 m long and a completed approved task book while working in any deck capacity on board; or
   (ii) 120 days qualifying sea service on vessels ≥7.5 m long while working on board in a deck, or deck and engineering, capacity on board; and

(c) after meeting all the other requirements for the certificate — pass a final assessment.

(2) For subparagraph (1)(b)(ii), all the sea service may be on recreational vessels.

1.10 Master <35 m NC

(1) The applicant must:
(a) have completed a Master <35m course at Certificate 4 level; and
(b) hold a Marine Radio Operators Certificate of Proficiency issued by the Australian Communications and Media Authority, or higher qualification, or an equivalent qualification approved by the National Regulator; and
(c) while holding a Master <24 m NC or a Mate <80m NC certificate, or a certificate that the National Regulator considers is equivalent to it:
   (i) have 180 days qualifying sea service on commercial vessels ≥12 m long, including 120 days as person in charge of a navigational watch, and a completed approved task book; or
(ii) have 360 days qualifying sea service on commercial vessels ≥12 m long, including 240 days as person in charge of a navigational watch; and
(d) after meeting all the other requirements for the certificate — pass a final assessment.

(2) For the qualifying sea service mentioned in paragraph (1)(c):
(a) at least half must be seaward of sheltered waters; or
(b) the applicant may be issued with a Master <35 m NC certificate restricted to sheltered waters.

1.11 Mate <80 m NC

(1) The applicant must:
(a) have completed a Master <35m course at Certificate 4 level; and
(b) hold a Marine Radio Operators Certificate of Proficiency issued by the Australian Communications and Media Authority, or higher qualification, or an equivalent qualification approved by the National Regulator; and
(c) have at least:
   (i) 300 days qualifying sea service working on board commercial vessels ≥12 m and a completed Master <35 m NC approved task book while working in any deck capacity on board; or
   (ii) 600 days qualifying sea service working on board commercial vessels ≥12 m while working in any deck capacity on board; and
(d) after meeting all the other requirements for the certificate — pass a final assessment.

(2) For paragraph (1)(c):
(a) at least half the sea service must have been seaward of sheltered waters; or
(b) the applicant may be issued with a Mate <80 m NC certificate that is restricted to sheltered waters.

1.12 Master <80 m NC

(1) The applicant must:
(a) have completed a Master <80m course at Diploma level; and
(b) hold a Marine Radio Operators Certificate of Proficiency issued by the Australian Communications and Media Authority, or higher qualification, or an equivalent qualification approved by the National Regulator; and
(c) have at least:
   (i) while holding a Master <35 m NC certificate — 180 days qualifying sea service on commercial vessels ≥24 m long including 120 days as person in charge of a navigational watch, and a completed approved task book; or
   (ii) while holding a Master <35 m NC certificate — 360 days qualifying sea service on commercial vessels ≥24 m long including 240 days as person in charge of a navigational watch; or
   (iii) while holding a Mate <80 m NC or other non-command certificate — 360 days as officer of the watch on commercial vessels ≥24 m long and a completed approved task book; or
(iv) while holding a Mate <80 m NC or other non-command certificate — 720 days as officer of the watch on commercial vessels ≥24 m long;

and

(d) after meeting all the other requirements for the certificate — pass a final assessment.

*Note for paragraph (1)(c)* The National Regulator considers the certificates mentioned in Schedule 3, as equivalent to the Master <35 m NC certificate, to be equivalent.

(2) For subparagraphs (1)(c)(iii) and (iv), a non-command certificate is a certificate other than one that allows its holder to command a vessel.

(3) For paragraph (1)(c):

(a) at least half the sea service must have been seaward of sheltered waters; or

(b) the applicant may be issued with a certificate that is restricted to sheltered waters.
### Schedule 2  Duties holder may perform

**(section 2.2)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Certificate</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>General Purpose Hand NC</td>
<td>(a) assist a master or engineer in any tasks that may be required on board, while working under the direct supervision of the person in charge of the vessel or its engines</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) work:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(i) on deck or in the engine room of a vessel &lt;80 m long in waters to the outer limits of the EEZ; and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) in the engine room only for a vessel with propulsion power &lt;3000 kW</td>
</tr>
<tr>
<td>2.2</td>
<td>Marine Engine Driver Grade 3 NC</td>
<td>(a) Chief Engineer on a vessel with an inboard engine with propulsion power &lt;500 kW in waters to the outer limits of the EEZ</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Second Engineer (second in charge of the engine room) on a vessel with an inboard engine with propulsion power &lt;750 kW in waters to the outer limits of the EEZ</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) Chief Engineer or Second Engineer on a vessel with an outboard engine with unlimited propulsion in waters to the outer limits of the EEZ</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(d) assist an engineer in any tasks that may be required on board while working under the direct supervision of the person in charge of the vessel’s engines</td>
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<tr>
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<td></td>
<td>(e) work in the engine room of a vessel &lt;80 m long with propulsion power &lt;3000 kW</td>
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<td>Restricted to:</td>
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<td></td>
<td></td>
<td>(f) if subclause 1.2(2) of Schedule 1 applies — Chief Engineer or Second Engineer on a vessel with an outboard engine with unlimited propulsion in waters to the outer limits of the EEZ</td>
</tr>
<tr>
<td>2.3</td>
<td>Marine Engine Driver Grade 2 NC</td>
<td>(a) Chief Engineer on a vessel with an inboard engine with propulsion power &lt;750 kW in waters to the outer limits of the EEZ</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Second Engineer on a vessel with an inboard engine with propulsion power &lt;1500 kW in waters to the outer limits of the EEZ</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) Chief Engineer or Second Engineer on a vessel with an outboard engine with unlimited propulsion in waters to the outer limits of the EEZ</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(d) assist an engineer in any tasks that may be required on board while working under the direct supervision of the person in charge of the vessel’s engines</td>
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<td></td>
<td>(e) work in the engine room of a vessel &lt;80 m long with propulsion power &lt;3000 kW</td>
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<tr>
<td>2.4</td>
<td>Marine Engine Driver Grade 1 NC</td>
<td>(a) Chief Engineer on a vessel with an inboard engine with propulsion power &lt;1500 kW in waters to the outer limits of the EEZ</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Second Engineer on a vessel with an inboard engine with propulsion power &lt;3000 kW in waters to the outer limits of the EEZ</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) Chief Engineer or Second Engineer on a vessel with an outboard engine with unlimited propulsion in waters to the outer limits of the EEZ</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(d) assist an engineer in any tasks that may be required on board while working under the direct supervision of the person in charge of the vessel’s engines</td>
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<tr>
<td>Item</td>
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<td>Activities</td>
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</tbody>
</table>
| 2.5  | Engineer Class 3 NC | (a) Chief Engineer on a vessel with an inboard engine with propulsion power \(<3000\) kW in waters to the outer limits of the EEZ;  
(b) Chief Engineer or Second Engineer on a vessel with an outboard engine with unlimited propulsion in waters to the outer limits of the EEZ;  
(c) assist an engineer in any tasks that may be required on board while working under the direct supervision of the person in charge of the vessel’s engines;  
(d) work in the engine room of a vessel \(<80\) m long with propulsion power \(<3000\) kW. |
| 2.6  | Coxswain Grade 2 NC | (a) command and operate the engines of a vessel \(<12\) m long that is not carrying passengers:  
(i) in sheltered waters or within 5 nm from point of departure, shore base or aquaculture lease; and  
(ii) with propulsion power:  
(A) for an inboard engine — \(<100\) kW unless endorsed to \(<500\) kW inboard propulsion; or  
(B) for an outboard engine — unlimited  
(b) command and operate the engines of a vessel that is not carrying passengers:  
(i) as a tender or auxiliary vessel within 3 nm of a parent vessel in waters to the outer limits of the EEZ; and  
(ii) with propulsion power:  
(A) for an inboard engine — \(<100\) kW unless endorsed to \(<500\) kW inboard propulsion; or  
(B) for an outboard engine — unlimited  
| 2.7  | Coxswain Grade 1 NC | (a) command and operate the engines of a vessel \(<12\) m long:  
(i) in inshore waters, or in waters designated for a specific purpose by a State or Territory authority in which it permits holders of this certificate to operate, subject to any conditions that it may impose; and  
(ii) with propulsion power:  
(A) for an inboard engine — \(<500\) kW; or  
(B) for an outboard engine — unlimited; and  
(iii) if the vessel is a tender or auxiliary vessel — within 3 nm of a parent vessel in waters to the outer limits of the EEZ.  
Restricted to:  
(b) if the holder completes only the entry level motor engineering unit of the Transport and Logistics Industry Skills Council Ltd maritime training package — vessels with unlimited outboard propulsion power or inboard propulsion power \(<100\) kW; and  
(c) if the holder does not meet the sea service requirement mentioned in paragraph 1.7(2)(a) of Schedule 1 — command and operate the engines of a vessel only in sheltered waters or within 5 nm from point of departure, shore base or aquaculture lease. |
| 2.8  | Master \(<24\) m NC | (a) command a commercial vessel \(<24\) m long in waters to the outer limits of the EEZ.  
(b) act as Chief Mate or deck watchkeeper on a vessel \(<35\) m long in. |
<table>
<thead>
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<td></td>
<td></td>
<td>waters to the outer limits of the EEZ</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) act as Chief Mate or deck watchkeeper on a vessel &lt;80m long in inshore waters</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paragraph (a) restricted to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(d) if the holder does not meet the sea service requirement mentioned in paragraph 1.8(3)(a) of Schedule 1 — command of a vessel only in sheltered waters</td>
</tr>
<tr>
<td>2.9</td>
<td>Master (Inland waters)</td>
<td>command a commercial vessel &lt;24 m long in inland waters</td>
</tr>
<tr>
<td>2.10</td>
<td>Master &lt;35 m NC</td>
<td>(a) command a commercial vessel &lt;35 m long in waters to the outer limits of the EEZ</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) be Master of a vessel &lt;80 m long in inshore waters</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) act as Chief Mate or deck watchkeeper on a vessel &lt;80 m long in waters to the outer limits of the EEZ</td>
</tr>
<tr>
<td>2.11</td>
<td>Mate &lt;80 m NC</td>
<td>be second in command of a commercial vessel &lt;80 m long operating in waters to the outer limits of the EEZ</td>
</tr>
<tr>
<td>2.12</td>
<td>Master &lt;80 m NC</td>
<td>(a) command a commercial vessel &lt;80m long in waters to the outer limits of the EEZ</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) act as Chief Mate or deck watchkeeper on a vessel &lt;80 m long in waters to the outer limits of the EEZ</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Restricted to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) if the holder does not meet the qualifying sea service requirement mentioned in paragraph 1.12(3)(a) of Schedule 1 — command of a vessel &lt;80 m long in sheltered waters</td>
</tr>
</tbody>
</table>
## Schedule 3  Equivalent qualifications
*(section 2.3)*

<table>
<thead>
<tr>
<th>Item</th>
<th>Certificate issued by a State or the Northern Territory</th>
<th>Certificate of competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Purpose Hand</td>
<td>General Purpose Hand NC</td>
</tr>
<tr>
<td>2</td>
<td>Coxswain</td>
<td>Coxswain Grade 1 NC</td>
</tr>
<tr>
<td>3</td>
<td>Coxswain (restricted to sheltered waters)</td>
<td>Coxswain Grade 1 NC (restricted to sheltered waters)</td>
</tr>
<tr>
<td>4</td>
<td>Coxswain (restricted to outboard propulsion power)</td>
<td>Coxswain Grade 1 NC (restricted to &lt;100 kW inboard propulsion power)</td>
</tr>
<tr>
<td>5</td>
<td>Master Class 5</td>
<td>Master &lt;24 m NC</td>
</tr>
<tr>
<td></td>
<td>Skipper Grade 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Master Class 5 / Skipper Grade 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Master Class V (Trading)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Master Class V (Fishing)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Master Class 5 (Trading and Fishing)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Mate Class 4</td>
<td>Mate &lt;80 m NC</td>
</tr>
<tr>
<td></td>
<td>Mate Class IV (Fishing)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mate Class IV (Trading)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Master Class 4</td>
<td>Master &lt;35 m NC</td>
</tr>
<tr>
<td></td>
<td>Skipper Grade 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Master Class IV (Trading)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Master Class IV (Fishing)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Master Class 3</td>
<td>Master &lt;80 m NC</td>
</tr>
<tr>
<td></td>
<td>Skipper Grade 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Master Class III (Trading)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Master Class III (Fishing)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Marine Engine Driver Grade 3</td>
<td>Marine Engine Driver Grade 3 NC</td>
</tr>
<tr>
<td>10</td>
<td>Marine Engine Driver Grade 2</td>
<td>Marine Engine Driver Grade 2 NC</td>
</tr>
<tr>
<td>11</td>
<td>Marine Engine Driver Grade 1</td>
<td>Marine Engine Driver Grade 1 NC</td>
</tr>
<tr>
<td>12</td>
<td>Coxswain Inland Waters</td>
<td>Coxswain Grade 2 NC</td>
</tr>
<tr>
<td>13</td>
<td>Master Class 5 (restricted to inland waters)</td>
<td>Master (Inland waters)</td>
</tr>
<tr>
<td>14</td>
<td>Master Class 4 (restricted to inland waters)</td>
<td>Master (Inland waters) endorsed</td>
</tr>
<tr>
<td>15</td>
<td>Master Class 5 (restricted to smooth waters)</td>
<td>Master &lt;24m NC (restricted to sheltered waters)</td>
</tr>
<tr>
<td>16</td>
<td>Master Class 4 (restricted to smooth waters)</td>
<td>Master &lt;35m NC (restricted to sheltered waters)</td>
</tr>
<tr>
<td>17</td>
<td>Engineer Class 3</td>
<td>Engineer Class 3 NC</td>
</tr>
</tbody>
</table>