

## Course Information Sheet

**MAR40613 Certificate IV in Maritime Operations**

**(Master up to 35 Metres Near Coastal)**



Unit Code	Unit of Competency
MARA003	Manage loading, discharging and stowing of cargo
MARA004	Manage vessel stability.
MARB005	Slip or dock a vessel and maintain hull on a vessel up to 80 metres
MARB010	Plan and supervise routine maintenance on a vessel up to 80 metres
MARC011	Manage a propulsion unit using appropriate engine systems and support services
MARC012	Monitor and manage vessel operations
MARC014	Operate deck machinery and steering gear on a vessel up to 80 metres
MARF010	Work safely in confined spaces on a vessel
MARG002	Manage a small crew
MARH003	Manage and maintain a navigational watch on board vessels up to 80 metres
MARH004	Plan and navigate a passage for a vessel up to 80 metres
MARH005	Use wheelhouse equipment for safe navigation
MARH006	Forecast weather and oceanographic conditions
MARI002	Observe regulations to ensure safe operation of a vessel up to 80 metres
MARJ002	Monitor environmental management on a vessel
MARK003	Manoeuvre a vessel up to 80 metres
MARN004	Manage seaworthiness of a vessel up to 80 metres
MARF001	Apply basic survival skills in the event of vessel abandonment
MARF002	Follow procedures to minimise and fight fires on board a vessel
MARF004	Meet work health and safety requirements
MARF005	Survive at sea using survival craft

## **MAR40613 – Certificate IV in Maritime Operations (Master up to 35 metres Near Coastal)**

### **Description**

This qualification is suitable for people who wish to work as a Master up to 35 Metres Near Coastal in the maritime industry and:

- command a commercial marine vessel:
- up to 35 metres in length in the exclusive Economic Zones (EEZ) within 600nm of the coastline.
- carry passengers on this vessel  
The holder of this certificate can:
  - Be Master of a vessel up to 80 m long in inshore waters.
  - Act as a Chief Mate or deck watchkeeper on a vessel up to 80 metres long in the EEZ.

### **Careers & Pathways**

This qualification is aligned to the educational requirements for certification as a Master up to 35 metres as described in Part D of the National Standard for Commercial Vessels (NSCV). Partial completion of this qualification will not provide the student with any opportunities to obtain a commercial marine licence.

Completion of the qualification can lead to the issuing of a Master up to 35 metre Certificate of Competence as described by Part D of the NSCV (dependent upon completion of additional requirements of the NSCV, which is outside the scope of the RTO).

If the student gains a Certificate of Competence (AMSA) the student will be qualified to operate a commercial vessel up to 35m within 600nm of the coastline.

In Queensland, the industry has identified vocational outcomes and/or areas of local demand in transport, construction, shipping and tourism sectors along the east coast.

#### **Employment Pathway:**

- operate a commercial vessel up to 35m within 600nm of the coastline.

### **Entry Requirements**

No Specific entry requirements are stated in the Training Package as required for this course.

As a safety consideration, QMTS requires all students to be physically fit to carry out all the roles and responsibilities of a Master on a commercial vessel up to 24m within 200nm of the coastline as described under the National Standards for Commercial Vessels – Part D.

### **Admission Requirements**

#### **Language, Literacy, and Numeracy**

QMTS requires an applicant to have achieved as a minimum year 10 English and Mathematics.

All students complete a language, numeracy and literacy assessment prior to enrolment and during initial interview.

### **Age restrictions**

QMTS will accept enrolments from students before their 16<sup>th</sup> birthday provided they meet all other Admission Requirements

Note: applicants must be 16 years of age or above to be issued by AMSA with a Certificate of Competence under the National Standards for Commercial Vessels - Part D - Certificates of Competency (Refer AMSA Guidance Notice).

### **Technology**

As some of the delivery of the course is on-line and all resources are contained in a dedicated learner portal, a student must have access to a computer (with Microsoft Office software) Free Wi-Fi is available during training blocks.

While students will receive training in the use of the QMTS student portal they must have basic computer skills to complete the course without disadvantage.

### **Enrolment Documentation**

When enrolling into a QMTS course it is a requirement that all enrolment documentation is received before enrolment confirmation can occur. The required Documents are listed below;

- Pre-Enrolment Interview Form
- Personal Details Form
- Enrolment and Student Acknowledgement Form

**Please also note that Students will need to provide QMTS with their Unique Student Identifier (USI) before enrolment can be completed.**

### **Method of Delivery**

The units of the MAR40613 Certificate IV in Maritime Operations (Master up to 35 Metres Near Coastal) are delivered over 12 months as a self-paced, self-directed online program supported by a **19 day** face to face training block and 240 hours to complete the Workplace Task Book.

The delivery of this qualification is facilitated through a blend of different modes including:

- Face to face workshop
- Online Training (including webinars and Skype Training Sessions)
- Self-paced learning and
- The flexibility of the program allows each student additional hours of supervised instruction, if required, by attending more than one training block.

For every unit in which they are enrolled, students will be required to attend that relevant Unit in face-to-face training block at least once. This may be done over one Training Block or over multiple training blocks.

- flexible training opportunities either as a month block that covers all training against the qualification required.
- Students a particular time which suits the (especially for students who are employed etc elsewhere)
- Students the opportunity to come for specific units for additional training.

Please Note:

These session are available for students to attend as many times as they want during their enrolment period.

Students must also attend a one day Practical Assessment

Appropriate clothing and enclosed footwear must be also worn at all times while on training vessels.

The program allows each student additional hours of supervised instruction, if required, by attending more than one training block.

All students have access to their own trainer available via phone (Mon to Fri 0700 -1800) or email and text (at any time). Emails and texts will be responded to within 1 working day.

## **Course Fee**

### **\$5395.00 includes MARSS00008- Shipboard Safety Skill Set**

(Students may be eligible for reduction of course costs if they have previously completed a MARSS00008 - Shipboard Safety Skill Set or equivalent)

**For Information on Course Fee payments including company payments, student payments, Payment Plans and Maximum payment that QMTS can accept, please refer to the student handbook.**

## **Assessment Procedures**

A combination of Practical, Oral and Theory assessments will be undertaken. The assessments may consist of written projects, photo portfolios, quizzes, assignments, exams and **practical/oral assessment.**

## **On-line assessment**

The process for on-line assessment will be as follows –

- Students download a copy of the assessment from their student portal (This will download as a protected MS Word document)
- Students complete the assessment before sending it back to the portal for marking
- In the case of an unsatisfactory submission, students must download the marked file (with assessor's comments attached) correct the incorrect responses and send it back for re-marking
- Students are allowed 1 submission plus 2 resubmissions
- QMTS will undertake to have all assessments marked and returned to students within 14 working days of receiving a submission

## **Practical Assessment**

**Students will be required to attend a practical assessment day once all theory assessments for units have been marked as satisfactory.**

## **Certificate of Competence**

The Master up to 35 metres Near Coastal Certificate of Competence is issued by Australian Maritime Safety Authority. In addition to this course and pre-requisites for the licence profile you will also need to obtain qualifying sea-time. Please refer to the [AMSA Guidance Notice](#) for this qualification to find out the necessary criteria for obtaining this qualification.

### **Location**

QMTS Training Facilities at:

Royal Queensland Yacht Squadron

578 Royal Esplanade, Manly, Queensland

## **Recognition Processes**

Learners are able to have their competency from prior learning and work experience recognised in this qualification through the following arrangements:

### **Recognition of Prior Learning (RPL)**

RPL is recognition of prior learning or skills obtained from previous study or work/life experience.

Learners, who through prior learning or experience believe they have gained competence in any of the skill areas, may be granted RPL upon substantiation of that claim. QMTS offers RPL on enrolment and the trainer will work with the student to define the potential for a successful application process.

A range of assessment methods are available to the assessor to determine the RPL application, including interview, oral or written questioning of knowledge, video or third party and referee reports and work histories.

For more information on the RPL process please refer to the QMTS RPL Policy and RPL information in the Student Handbook.

**NB:** RPL does not give the student a discount in course fees.

### **Credit Transfer**

Students may also apply for a credit transfer upon enrolment.

Learners who have evidence in the form of AQF certification from any other RTO or authenticated VET transcripts issued by the Registrar or from an AQF authorised issuing authority for units of competency relevant to this qualification will be given credit upon enrolment.

More information about the QMTS Fees, RPL and credit transfer please refer to the student handbook, Payment and Refund Policy or the policy and procedures are available by phoning QMTS on (07) 3393 6225.

## **Other Information**

You will need your own laptop or iPad to access course resources. (Wireless internet is available in all classrooms at no cost).

You will need to supply the following items at your own cost:

1. Navigation instruments for chart work including a Chart Plotter, Parallel Ruler, Bow Divider, Calculator, 2B pencils, Eraser, Compass and Protractor (Approximate Cost \$150.00)

**The following texts are recommended as optional reading**

2. Australian Boating Manual by Cpt Dick Gandy (Available from the QMTS Bookshop – Cost \$100.00)
3. Small Ships Manual I (Available free of charge from QMTS as a pdf file)

**Items 1 – 2 can be purchased from the QMTS Book Shop**

*Additional costs may be incurred for the following:*

1. Private Practical Assessment Session

Students who require a private practical assessment session outside the sessions provided in the course structure will be required to pay the following additional costs:

- Boat Charter (This will vary depending on the level of certification required) eg 10m Vessel \$82.50 per hour, 14m Vessel \$104 per hour
  - Fuel @ approx. \$42.50 per hour
  - Assessor's Fee (currently \$100 per hour)
  - Any other out of pocket expenses incurred in the running of the assessment
  - Please refer to page 7 of the Student Handbook – Payments and/or QMTS Payment and Refund Policy
2. If you are deemed to be **Not Competent** in a unit (after three theory or three practical assessment attempts or due to disciplinary action) you will have to re-enrol in that unit and pay the unit enrolment fee.

*There will be no additional cost for the following:*

1. The re-issue of lost or replacement certificates or statements of attainment.
2. The re-assessment for the first two attempts after the initial assessment of a theory assessment. A student will receive **three attempts** at a Practical Assessment at no charge except in circumstances as described above where a student is unable to access a scheduled group practical assessment or where a student requires or requests a private practical assessment. In such cases the above Private Practical Assessment Session fees apply. As stated above additional fees will occur if after 3 Theory Assessment attempts or 3 Practical Assessment attempts the student has still not gained a Satisfactory result.
3. Training is available to all students in the use of the QMTS on-line training and assessment systems at no extra cost. A link to the Getting Started help page will be included in your enrolment confirmation email as well as in your resources of your Student Portal.

## **Complaints and Appeals**

Should you at any time have a complaint with service or assessment process, QMTS has an effective complaints and appeals process that is open and accessible. Raise your complaint with your trainer or with the Director 07 3393 6225. Refer to **Complaints and Appeals Policy on the QMTS website or in the Student Handbook.**