

## Distance Learning Course Information

**MAR40613 Certificate IV in Maritime Operations**

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



Unit Code	Unit of Competency
MARA003	Manage loading, discharging and stowage 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
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
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

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

### **Description**

This qualification is suitable for those sailing as Master on vessels up to 35 metres in length within the exclusive economic zone (EEZ) or a Mate on vessels up to 80 metres in length.

### **Licensing/Regulatory Information**

This level of qualification is currently cited as meeting some of the requirements for certification as a Master up to 35 metres Near Coastal as defined by the National Standard for Commercial Vessels (NSCV) Part D.

Certification as a Master less than 35 metres Near Coastal (as defined by the NSCV Part D) will require achievement of the MAR40613 Certificate IV in Maritime Operations (Master up to 35 metres Near Coastal), certification as a Master less than 24 metres Near Coastal, an appropriate radio certificate of proficiency, AMSA final assessment and an AMSA approved first aid certificate; people seeking certification should check with the Australian Maritime Safety Authority (AMSA).

This level of qualification is also currently cited as meeting some of the requirements for certification as a Mate less than 80 metres Near Coastal as defined by the NSCV Part D.

Certification as a Mate less than 80 metres Near Coastal will require achievement of the MAR40613 Certificate IV in Maritime Operations (Master up to 35 metres Near Coastal), qualifying sea service and completed AMSA approved task book or qualifying sea service, an appropriate radio certificate of proficiency, AMSA final assessment and an AMSA approved first aid certificate; people seeking certification should check with AMSA.

### **Course Outcome**

MAR40613 Certificate IV in Maritime Operations (Master up to 35 Metres Near Coastal)

### **Careers & Pathways**

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 200nm of the coastline.

#### **Higher Qualifications Pathway:**

### **Entry Requirements**

No specific entry requirements are stated for this course, however a general command of spoken and written English, as well as the ability to write a simple report is required.

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 35m within 200nm of the coastline as described under the National Standards for Commercial Vessels – Part D. Students **must** be able to swim (any stroke) a minimum of 50 metres fully clothed.

## **Admission Requirements**

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

It is a requirement of this course that all enrolling students undertake a language, numeracy and literacy assessment.

### **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.

As students will receive training in the use of the QMTS student portal they should 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 that includes the student's Unique Student Identifier (USI) (required before enrolment can be completed).
- 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 distance learning program supported by a **21 day** workshop (delivered in class face-to-face training) and 240 hours to complete the Workplace Task Book. Students who have sea service time in excess of 360 days will not be required to complete a Workplace Task Book.

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

- Workshops (in class face-to-face training held bi-monthly)
- Online Training (including webinars and skype training sessions to facilitate one-on-one training)
- Self-paced and self-directed learning
- An AMSA Workplace Task Book completed in a real workplace under the supervision of a suitably qualified person and authenticated by QMTS may be required before a qualification can be issued.
- The flexibility of the program allows each student additional hours of supervised instruction, if required, by attending more than one workshop.
- All students have access to their own trainer available via phone (Mon to Fri 0700 – 1800) or email and text (at any time) for additional support.

For every unit in which they are enrolled, students may be required to attend that relevant unit in a workshop at least once in the 12 months of their enrolment. This may be done over one workshop or over multiple workshops.

QMTS offers:

- flexible training opportunities through bi-monthly workshops which cover all training against the qualification requirements
- students training times to suit them (especially for students who are employed)
- students the opportunity to come for specific units for additional training.

Please Note:

These workshops 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.

As part of this Qualification students **will** also complete the units of the Shipboards Safety Skill Set prior to the issuing of a course completion certificate.

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 workshop.

### **Course Fees**

**Full Fee:       \$5100.00**

- Please note course costs are inclusive of the AMSA Final Practical and Assessment application process
- A reduction in the course cost will apply for students who have successfully completed MARSS00008 - Shipboard Safety Skill Set.

### **Assessment Procedures**

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

### **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 be downloaded 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) and correct the incorrect responses and send it back for re-marking
- Students are allowed 3 submission in total (initial submission and 2 resubmissions)
- QMTS will undertake to have all assessments marked and returned to students within 14 working days of receiving a submission
-

- A QMTS Assessor will contact a student by phone after an unsuccessful second submission to provide additional training to assist the student to complete the third submission which may be conducted orally over the phone

### **Practical Assessment**

Prior to attending a practical assessment

- Students must complete all the theory assessments and a Workplace Task Book if required
- Students must complete an on-line application (AMSA Form 426) and provide us with all the required documents identified in the application form
- Students will be allowed 3 attempts if required for all practical tasks

### **Location**

The **QMTS Training Centre** is located at the **Royal Queensland Yacht Squadron** in Manly in Brisbane

### **Recognition Processes**

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

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 QMTS Fees, RPL and credit transfers please refer to the student handbook.

For any further information in relation to payments, refunds or QMTS policy and procedures, please phone QMTS on 0498 489 405.

## **Other Information**

You will need your own laptop or iPad to access course resources (wireless internet is available in all classrooms at no cost). In addition, students will be required to possess Navigational instruments for chart work, including a Chart Plotter, Parallel Ruler, Bow Divider, Calculator, 2B pencils, Eraser, Compass and Protractor.

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

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

### **Some Items may 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 \$100.00 per hour, 14m Vessel \$150 per hour
  - Fuel @ approximately \$42.50 per hour
  - Assessor's Fee (currently \$120 per hour)
  - Any other out of pocket expenses incurred in the running of the assessment
  - Please refer to 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 on your Student Portal.

## **Complaints and Appeals**

Should you at any time wish to lodge a complaint, you can do so by contacting your trainer or the Director of QMTS on Ph: 0498 489 405. Please refer to the QMTS website or Student Handbook for further information on our Complaints and Appeals Process.