

# Whitsunday Maritime Training Centre

(07) 49 466 710

## Welcome to the Whitsunday Maritime Training Centre

*The various members of our team may be contacted Monday to Friday 9am to 5pm*

### Resource Coordinator

Kaye Williams or Leonie Matthews  
[training@whitsundaysailingclub.com.au](mailto:training@whitsundaysailingclub.com.au)  
07 4946 6710 or 07 4946 6138

### Instructor/assessor

Ron Gardner

This guide provides an overview of your course and explains what you require before starting and what is needed to achieve a successful outcome.  
The course is based on the national maritime training package, and satisfies the Australian standard for issue of a Certificate and Statement of Attainment.

There are a range of requirements by the Australian Maritime Safety Authority before the issue of a licence will be given.

For all up to date information visit the AMSA website at [www.amsa.gov.au](http://www.amsa.gov.au) click on the picture of the trawlers and in the dropdown menu national systems click on the Industry Guidance Notes for your selected qualification and sea time requirements.

### Course delivery

The program offers flexible learning to fit in with work commitments in conjunction you are expected to gain practical experience to complete the course and gain a certificate of competency.

The best way to do this is to be out on vessels in the workplace where your experience is recorded and tasks are undertaken to complete assignments and tasks in your Task Book if applicable.

### Course duration

From the time of enrolment (Fee paid) you will be given 18 weeks to complete all work and any documentation required by your instructor for marking and processing.

An extension fee will apply if this is not met.

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## Your enrolment

Upon payment you need to complete a “Pre-enrolment Summary of Sea Service and Experience” and a Student Personal Details form.

This will assist your instructor to ascertain your current level of skill and knowledge and come up with an individual learning plan and performance expectations. Your instructor will contact you upon your enrolment.

You will need to discuss with your instructor the use of a Task Book as this decision needs to be made at the commencement of your enrolment.

Your assignments and learning guides will be issued, and you will be expected to work your way through your assignments and to submit them to your Instructor for marking and feedback.

It is **your responsibility** to keep track of your enrolment and make sure that you either complete or gain recognition for all units required to complete your course.

You are required to present to your instructor before commencement of your practical assessment.

- Current First Aid certificate
- Elements of Shipboard Safety
- Marine Radio Operators certificate (Coxswain and Masters)
- Documentation of marine units studied if wanting Credit Transfers
- Task book completed (if electing to use the Task Book)

We cannot issue a Statement of Attainment until all is presented.

If you have any queries regarding your enrolment at any stage contact your Instructor or one of our coordinators at the Whitsunday Maritime Training Centre, Whitsunday Sailing Club.

## Recognition of Prior Learning

You can apply for recognition for any unit of competency within your course. However, before recognition is granted you will have to provide sufficient evidence and complete the relevant recognition application forms.

Submit the forms together with evidence at enrolment and discuss with your Instructor.

**Note, as we issue a current certificate, evidence provided for recognition must include recent evidence.**

If your qualifications/ previous study are more than three years old, you may be asked to

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provide additional evidence of currency.

This may take the form of copies of recent log books, work records, reference from employer or other. If you cannot provide current evidence then you may be required to sit a challenge test, undergo a phone interview or complete the unit.

## Course Grading

Your course is not graded. You will be awarded a *Competent* or *Not Yet Competent* result for each unit with an opportunity to re-sit a Not Yet Competent unit.

You will be awarded a Statement of Attainment and Certificate upon successful completion of all units for the qualification. Where you have not successfully completed all units, you will be issued a Statement of Attainment for those units successfully completed only.

## Unit assessments

You will be required to complete a number of activities in order to demonstrate competence in the units in your course.

These activities may include all or some of the following:

- Assignments
- Practical tests
- Written tests
- Supplementary evidence
  - relevant sections from your task book
  - log book from your vessel you are working on
  - photographs on the job

## Assignments

Assignments are work you send in for comment. Your assignments are divided into the 'Elements' contained in each Unit of Competency. You must pass each element to obtain a pass in the assignment. You may be required to resubmit certain sections of your assignment if they haven't been completed satisfactorily.

Your assignments are to be based on the vessel you currently work on, where possible.

*Plagiarism:* Plagiarism is the action or practice of taking the thoughts, words or writing of another person without appropriate acknowledgement and using them as your own. All work submitted must be your own work. It is important to ensure that the author and the source are clearly identified in your assignments/assessments through proper referencing.

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## **Submitting assignments**

You can submit your assignments by post:

Att: Whitsunday Maritime Training Centre

PO Box 495

Airlie Beach, QLD 4802      or

You can drop your assignments into the Training Office at Whitsunday Sailing Club.  
Make sure you attention them to your assigned instructor.

If you find that you are struggling with any unit of competency you have the opportunity to discuss with your instructor your attendance at a group tutorial prior to the practical .

## **Written assessments (tests)**

Your written assessments need to be arranged with your instructor at a time that suit's both of you and can only be sat once your assignments have been marked as competent.

If you do not pass your written assessment you will be required to re-sit another assessment.

Tutorials may be given at your request; this may have an additional cost.

## **Practicals**

Practicals are your final assessment and you must fully prepare for your practical test prior to your nominated practical session.

Practical secessions will take place over a two day period every second month, you will need to make arrangements and book one of these sessions with your Instructor.

They will be conducted in small groups with other students.

As with written assessments, if you do not pass your practical assessment your Instructor will arrange for you to be re-assessed.

You will be given your practical examination sheet with your assignments, make sure you are prepared as possible before attending the practical session.

The practical assessment will be made up of:

- Hands on activities
- Looking at and explaining various components
- Talking through a procedure
- Filling out vessel documentation
- Your general overall knowledge and participation

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If you are undergoing a vessel slipping, refit or conducting a service that is part of your practical let your instructor know and they may try to make arrangements to have your practical signed off. There may be a requirement that other students can attend.

## **Vessels, Venues and Resources in Airlie Beach**

Your tutor will advise of resources at other venues

### Ship yards

- Hawks Boat Yard
- Edges Boat Yard

### Workshops

- Whitsunday Diesel
- Sailing Club engineering classroom

### Vessels

- Cruise Whitsunday's
- Samson, Hamilton Island barge
- MV Mantaray
- Local VMR vessel

### Equipment

- Shute Harbour Fueling Station
- Abell Point Marina Fuel wharf
- Sailing club facilities: DVD's, display boards, marine simulator, engineering components and tools, stationary engines, refrigeration plant, large emergency generator

### Reference Materials

- Small Ships Manual
- Boating Manual by Capt. Dick Gandy

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- Marine information bulletins. On the net
- NSCV. On the net
- [www.splash](http://www.splash.maritime.com.au) maritime.com.au (Coxswains/Master 5)
- maritime toolbox splash page –(Coxswains) talk to Captain Pete
- ABF – Learners Guides
- USB

## Communication with your tutor

The best way for communication is by email. You may also phone your instructor; they will do their best to answer and may ask you to contact them at an arranged time when they can talk and have your file in front of them.

All of our tutors have other jobs where their phone may be out of range or are unable to answer.

So please leave a message and they will get back to you when they can.

*wmtcinstructors@gmail.com.au*

## Payment and pricing

All our courses can be viewed on our web site [www.maritimetrainingcentre.com.au](http://www.maritimetrainingcentre.com.au)  
For individual quotes contact our coordinator Kaye at the Whitsunday Sailing Club.