



Distance Learning

Employer information
Students Study Pathway

Welcome to Seafood and Maritime Industries Training

We would like to welcome you and your student to Seafood and Maritime.

This guide is to help you as the employer know what is involved with all aspects of the training and assessment as well as the practical components throughout the course.

In the past, getting a maritime qualification meant physically attending in-person classes, which often posed challenges for working professionals or those with complicated schedules.

Now students are able to complete all of the assessment and the theory components of our courses at their own pace at home or in the workplace.

The advantages to completing the course through distance learning (also known as cloud based learning) is that it allows the student to stay employed at work and lets them have greater flexibility with life and family commitments.

In today's competing markets it is sometimes near impossible to let your staff member leave the workplace for study especially when it can involve 4 or 6 weeks without an employee.

Distance learning can present unique challenges if you and the student are not prepared, but if they develop effective skills the course can be an excellent alternative to traditional classroom learning.

On enrolment all students who have chosen to do distance learning will be given a My Qualification Plan (MQP) form to choose how they want to achieve each unit. Please see attachment 1 at the end of this information booklet.

As you can see the student is given options for how they want to complete. This can be; attend face to face training, credit transfer, Recognition of Prior Learning or a combination of all of these modes of delivery.

All students regardless of study mode will need to attend the practical training for:

- Shipboard Safety 1 day Practical
- First Aid 1 day Practical
- Navigation (2 day Coxswain, 8 day Master up to 24)
- AMPA Practical Assessment for AMSA.

If the student already has any of these components either in a certificate or Licence they will need to have a discussion with the Trainer to see if there is a possibility of Credit Transfers.

We advise the student complete at least one unit per month, but we are happy if you want to get through them faster! The Trainer will make contact on a monthly basis to make sure the student is on track and still motivated.



Effective Mentoring on the Job

The diagram on the right shows the steps to take in helping your student become competent in the workplace.

Spending some time mentoring now means that you will have a skilled workforce saving your business time, money and giving you peace of mind.

Ask Questions

If you have any questions for us or suggestions on how you think we can improve our processes we are more than willing to listen and take it on board if at all possible.

As part of the quality management system we are actively seeking feedback from employers and welcome the opportunity to talk to you.

We are here to help.
Ask questions
Ring your Trainer
Email
Skype
Come in and see us 😊

Many businesses are happy to let their employees have 2 or 3 hours study time at work during the week.

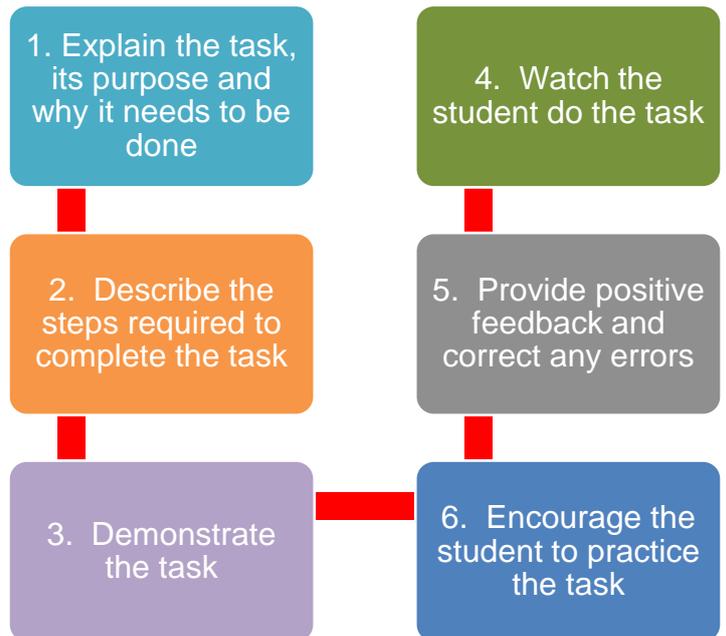
Practice Makes Perfect

Online classes are an excellent option to help students earn the qualification they need to fulfill employment goals.

We ask the students to practice and re-practice all of the practical tasks to complete the AMPA (AMSA Mandated Practical). This is a requirement of AMSA and must be done in order to achieve your Certificate of Competency. Students are given a copy of the AMPA on enrolment or it is available at:

https://www.amsa.gov.au/search/1958?search-terms=mANDATED+PRACTICAL+ASSESSMENT&items_per_page=20

Though they come with their own unique challenges, all the advice you can give will help them be successful even in the most chaotic of times.



Your Dropbox folder

After the student enrolls our Administration staff will send a link to individual Student Dropbox folder. You can access a free account online for Dropbox.

Dropbox allows you to work on your assessments in the cloud or you can save the assessment to your computer.

Working on your files in Dropbox means your documents will not get lost. Once the student has finished the assessment and is happy to submit it, they simply share the document back to the Trainer or email and let them know the assessment is finished and ready to be marked.

The Assessor will mark the assessment within 2 weeks of submission. With further feedback on any re-submission that will need to be completed.

You will be able to see all of this in your Dropbox folder.

USB Drives

On enrolment we are happy to give the student all of the assessments if you supply a USB.

Australian Boating Manual

The Australian Boating Manual is the main text we use at SMIT. The hard copy version of this text is available through SMIT Administration or alternatively you can go to the ABM website and download an electronic version.

The electronic version is suitable to use on PC, MAC, iPad and Android devices.

Nearly finished

When the student has completed all of the theory and assessments are completed its time for them to book in to the practical training. Practical sessions, Radio and the AMPA are scheduled in our calendar every month.

If for some reason you require your Certificate outside of these times contact our Administration Staff for costs and times.



My Qualification Plan (MQP)
MAR20418
Certificate II in Maritime Operations
(Marine Engine Driver Grade 3 Near Coastal) (Release 1)

SMIT aims to provide training to meet your individual needs. The purpose of this qualification plan is to identify the units you wish to study; your preferred method of study and the expected timeframe to complete your qualification.

Please complete all sections of this form and attach to your Enrolment Form (Scan and email this MQP and your Enrolment Form to admin@smit.com.au or drop the documents in to our office.

Last Name:			
First Name:			
Mobile No:		Work No:	
Email:			

Course Outline

This qualification is made up of 15 units of competency (subjects). All of these units are Core Units which means that you must complete each one in order to gain a certificate.

Time required to complete qualification is generally 12 to 18 months.

We recommend that learners set aside between approximately 10 hours per week of study time. This time will vary for each learner depending on:

- Your existing skills and knowledge
- The pace at which each learner reads, analyses and comprehends new information
- The pace at which each learner can research information
- Your experience in using information technology
- Your ability to complete projects as part of your work role.

We recommend that students complete one unit per month. The timeframe to complete each unit and the qualification will vary for each student but should be completed within a twelve to eighteen month period. This timeframe will be negotiated with your trainer after enrolment and before course commencement.

Credit Transfer

If you wish to apply for credit transfer for a unit that you have previously completed within another qualification, SMIT will need to view and copy your original transcript. Please identify any units for credit transfer in Part A – Unit Choice.

PREFERRED DELIVERY METHOD

Please select your preferred delivery method:

- Workshop delivery** – please contact our office to check if this course is currently available for workshop delivery.
(Please sign Part B - Student Agreement)
- Distance learning** delivery for all or some units.
(Please identify the units of study in Part A - Unit Choice)
- Recognition of prior learning**
(Please complete Part C – RPL self-assessment. If you meet this criterion, please identify the units in Part A – Unit Choice)
- Mixed delivery** – please identify the units and mode of delivery. RPL students are also required to complete
- Credit transfer** – I already hold this unit of competency and wish to apply for credit transfer. Please identify the units that you wish to apply for credit transfer.

Unit Start Date / Unit Completion Date: Please see the example in the table highlighted in red.

Identify the mode of delivery as either: **WS** – Face-to-face **DL** – Distance Learning, **CT** – Credit Transfer, **RPL** – Recognition of Prior Learning

Unit Code	Unit Title	Core or Elective	Mode (CT, RPL, WS, DL)	Unit Order (number preference of unit order if required)	Unit Start Date	Unit Completion Date
Example	How to mend a net	Core	DL	2	01/02/2020	30/02/2020
Example	Food Safety and what it means to you	Core	DL	1	1/01/2020	30/01/2020
BSBWOR203	Work effectively with others	Core				
HLTAID003	Provide first aid	Core				
MARB028	Service marine internal combustion engines, and propulsion and auxiliary systems	Core				
MARC033	Complete engine room tasks	Core				
MARC034	Maintain hull out of water	Core				
MARC035	Operate and maintain extra low and low voltage electrical systems and equipment	Core				
MARC036	Operate deck machinery	Core				
MARC039	Operate marine internal combustion engines, and propulsion and auxiliary systems	Core				

MARF027	Apply basic survival skills in the event of vessel abandonment	Core				
MARF028	Follow procedures to minimise and fight fires on board a vessel	Core				
MARF029	Meet work health and safety requirements	Core				
MARF030	Survive at sea using survival craft	Core				
MARJ006	Follow environmental work practices	Core				

STUDENT AGREEMENT

Student Signature: _____ Date: ___ / ___ / ___