

MAR20318

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

Course Guide



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SEAFOOD & MARITIME
SMIT 
INDUSTRIES TRAINING

SUMMARY OF OCCUPATION

A Coxswain navigates and steers a small commercial vessel under 12 metres in length, operating within the limits of sheltered and inshore waters, that is, in waters within 15 nautical miles off the coast. As master of a small fishing or trading vessel, they are responsible for supervising other crew and passengers.

They are also expected to lead a crew and make decisions under pressure, such as taking appropriate actions in an emergency. Other tasks for a coxswain include maintaining the operations of engines (less than 500 Kw), updating vessel logbooks, assisting in mooring and unmooring vessels, and keeping watch. Commercial vessels under the command of a coxswain can include small passenger vessels, charter vessels, water taxis, tourist craft, and fishing vessels.

WORKING CONDITIONS

A coxswain will be expected to apply their seamanship skills when manoeuvring the small vessel they command. These skills include using ropes and chains, rigging gear and loads, operating winches and windlasses, stowing and securing anchors at sea, securing a vessel in rough weather, maintaining watertight integrity, lashing and securing equipment, and towing and being towed.

They can be expected to work irregular hours, including shift work, and can be expected to remain on duty for long periods. Conditions on board may be uncomfortable and dangerous in rough weather. Living in close quarters with the crew, the coxswain needs good communication and team working skills to assist in maintaining morale.

EDUCATION AND TRAINING

To become a coxswain, you must obtain a Certificate of Competency from the Australian Maritime Safety Authority (AMSA). This involves completion of the AMSA approved qualification - Certificate I in Maritime Operations (Coxswain Grade 1 Near Coastal). You can complete this qualification through Seafood and Maritime Industries Training (SMIT) which is a recognised training provider and AMSA approved assessor.

TOOLS AND TECHNOLOGY

A coxswain needs to have a working knowledge of the small vessel they command, including knowing how to service auxiliary systems and carry out servicing of low voltage electrical systems and propulsion systems on board. They work with navigation equipment and marine radio equipment.

ENTRY REQUIREMENTS

There are no entry requirements for this qualification. However, it is expected that students will have appropriate language, literacy and numeracy skills to complete the training and assessment requirements. Prior to commencing this course, students will participate in a language, literacy and numeracy (LLN) assessment however, students who can provide evidence of completing an Australian Certificate II or higher-level qualification will not need to sit the test.

SMIT's LLN assessment levels are based on the Australian Core Skills Framework (ACSF) in the skills of:

- Reading Level 3
- Writing Level 2 to 3
- Oral Communication Level 2 to 3
- Numeracy Level 2.



YOUR COURSE

There are 13 core units to be completed in this qualification.

Code	Unit of Competence	Field
HLTAID003	Provide first aid	Core
MARB027	Perform basic servicing and maintenance of main propulsion unit and auxiliary systems	Core
MARC037	Operate inboard and outboard motors	Core
MARC038	Operate main propulsion unit 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
MARH013	Plan and navigate a passage for a vessel up to 12 metres	Core
MARI003	Comply with regulations to ensure safe operation of a vessel up to 12 metres	Core
MARJ006	Follow environmental work practices	Core
MARK007	Handle a vessel up to 12 metres	Core
MARN008	Apply seamanship skills aboard a vessel up to 12 metres	Core

QUALIFICATION DESCRIPTION

This qualification applies to people working in the maritime industry seeking an AMSA certificate of competency to command and operate the engines of a vessel:

- <12 m in length
 - with propulsion power that is unlimited for an outboard engine or <500 kW for an inboard engine
 - that is in inshore waters or designated waters
- or
- as a tender or auxiliary vessel within 3 nautical miles (nm) of a parent vessel within the exclusive economic zone (EEZ).

ABOUT YOUR SEATIME

You need to show you have experience working at sea in a deck, or a deck and engineering capacity, on vessels greater than or equal to five metres long. You must have completed either:

- 30 days on commercial vessels with a completed approved task book
- 240 days on any vessels without a task book.

You must complete at least half of the qualifying sea service required for the certificate in the five years before the application.

If you have completed a task book you must attach a copy of the seafarer details page to your application.

If at least half of your sea service is not to seaward of sheltered waters, your certificate will be restricted to sheltered waters.

You need to submit at least one of the following as proof of qualifying sea service:

- Record of sea service form 771
- an approved sea service log book
- the on board sea service record from your task book
- a letter from the vessel operator, owner, master or chief engineer detailing your sea service.

Task books are available from SMIT or ordering through the AMSA website.

ELIGIBILITY

To be eligible for a Coxswain Grade 1 Near Coastal certificate you must be at least 16 years old on the certificate issue date.

RADIO

You are required to have a VHF Radio License (Short Range Operators Certificate of Proficiency) if the vessel that you are working on has a VHF marine radio installed. SMIT offers this one-day course for a cost of \$250.00. We will require a Passport-sized photo which can be done at the administration area.

CERTIFICATE REVALIDATION

A Coxswain Grade 1 Near Coastal certificate of competency expires five years after it is issued or revalidated. To keep working using your certificate you need to revalidate it every five years. To revalidate you need to:

- Meet medical and eyesight requirements
- Supply a copy of your existing certificate
- Complete and submit a Certificate of competency application (Form 426)

COURSE DURATION AND DELIVERY METHOD

FACE TO FACE COURSE DURATION AND DELIVERY METHOD

Face to face contact hours of 10 days which is mostly delivered through hands on task on our training vessel (SMIT Advance) at Francis Bay Marina.

Face to face will include theory and practical tasks, flare, radio, survival at sea.

Please Note: There is a requirement to do homework throughout and at the end of this course.

DISTANCE COURSE DURATION AND DELIVERY METHOD SMIT SUPPORT

Learning via distance through technology such as Dropbox has a strong focus on the environment and the long term sustainability of our planet, gone are the days where we need to waste paper resources with printing.

We have taken the step and made a commitment to embedding sustainability principles across all our activities.

Studying your qualification through cloud based learning means:

- Cloud gives students a unique set of soft skills in addition to their studies. These include skills such as time management, the ability to work independently, self-motivation and computer skill.
- Flexibility; you can study when and where you want. Our courses and programs work beautifully across all devices while providing you with live academic support. Now all of your training and learning materials will be available from any device, PC, MAC, iPad or Android devices.
- Our Trainers and Assessors are available to answer any of your queries or help you through your studies to achieve a successful outcome. Trainers will contact you either via phone or email on a regular basis throughout your studies to keep you motivated and on track.
- Studying in cloud means that you will see your results and feedback for every submitted assessment much faster. Trainers are able to login and see how you are progressing and add helpful hints electronically throughout your learning journey.
- You no longer need to sit in a classroom environment for weeks on end, losing valuable work time and in some cases loss of employment.
- To complete your qualification, you will need to finish and be made Competent in all written assessment tasks. Practicals for First Aid, Shipboard Safety, Radio and Navigation can be booked in after completion of all written work. It is to your advantage you practice and practice the tasks required for the AMSA Mandated Practical Assessment (AMPA).

- If you have any prior qualifications for Shipboard Safety, First Aid, Radio you may be eligible for a Credit Transfer for any of those units.
- We strongly suggest that you attend the Navigation face to face (2 day Coxswain, 8 day Master up to 24). If you are confident you can display your skills and knowledge during the AMPA assessment there is no need to attend.
- ALL Students need to attend for the AMPA and must satisfy the requirements as set out by AMSA.
- Dates for practicals are set out in the calendar. Information is available on the website or from our Administration Staff.

Please see our Student Study Guide for more information about cloud learning.

SMIT SUPPORT

We pride ourselves on our friendly and approachable Training and Administration Staff. Everyone working at SMIT is more than happy to help with your queries or concerns. Extra mentoring help is available upon request.

FEES AND PAYMENT TERMS & CONDITIONS

- A deposit is required before the first day of the course. (Please contact Admin for current pricing)
- Full payment of course fees is required before or on commencement of the course.
- Under certain circumstances, SMIT staff will discuss and agree on a payment plan with the student.
- A Qualification Certificate, AMSA Mandated Practical Assessment or Interim Certificate of Competency will not be issued until the full fees have been paid.
- Please check with Administration staff to see if you are eligible for Northern Territory funded place. (Please note this is available to Northern Territory residents only. SMIT adjusts prices occasionally so please check on enrolment.
- When an employer is paying for the student to complete a course, a Purchase Order is required by the employer before course commencement. A deposit is not required.
- An invoice for payment will be issued to the employer at the commencement of a course. Payment terms are 14 days.
- Fees may be paid by Credit Card at the reception or over the phone, by cash or by Bank Transfer.
- **Bendigo Bank details: Account Name: SMIT; BSB 633000; Account Number: 167536564**

SMIT reserves the right to cancel a course if the numbers do not meet the minimum requirement to commence the program.

WHAT TO BRING

On enrolment at SMIT you will be given a backpack and a hat. Contents of the backpack include:

- Pencils, pens, highlighters, coloured pencils
- Maths kit for the navigation components of your training
- Notebook
- A pack containing all the AMSA forms that you will need to submit on completion of your studies.

You will need to purchase a copy of the Australian Boating Manual. This can be purchased at SMIT or alternatively you can order your copy from the Australian Boating Manual website at: <https://www.australianboatingmanual.com/>. Cost is \$85.00 per book.

You will need to bring your:

- Identification: A current Australian Driver's License or Passport.
- For practical assessment on board a vessel: closed in shoes, long sleeved Hi-Viz shirt, long pants, hat & sunscreen.

Transport to the vessel will be provided if you do not have your own vehicle.

Meals: Please bring your own lunch or use a cafe nearby. Coffee, tea and biscuits are supplied.

CREDIT TRANSFER OR RPL

SMIT believes that no learner should be required to undertake a unit of competency for which they are already able to demonstrate satisfactory achievement of the performance outcomes, as stated in the endorsed training package.

Clients who consider they already possess the competencies identified in all or part of any course/qualification offered by SMIT may seek recognition. Have a chat with one of our friendly trainers and see if you are able to have a credit transfer or recognition of prior learning (RPL).

INTERIM CERTIFICATE

After completing and passing your Qualification with SMIT, and if all prerequisites are met, SMIT may issue an Interim Certificate of Competency if required. This will be valid until you receive your final Certificate of Competency from AMSA. To apply for your final AMSA Certificate of Competency, you must submit a Certificate of Competency Application and other forms and evidence through an approved Australia Post Centre. See the AMSA website for more information.

<https://www.amsa.gov.au/qualifications-training/domestic-qualifications/coxswain-grade-2-near-coastal>

ENROLMENT PROCESS

The enrolment form can be downloaded from SMIT's website, completed electronically and then emailed to admin@smit.edu.au. Forms are also available at reception. To secure your place in this qualification we ask that your enrolment form and payment/deposit are submitted to SMIT before the commencement of the course.

DOCUMENTS REQUIRED

To obtain your AMSA certification, you will be required to submit the following AMSA documents:

- Certificate of Competency Application (AMSA 426)
- Eyesight Test Certificate (AMSA 542)
- Evidence of Sea Service

and (issued by SMIT at the completion of your assessments):

- A copy of your Certificate
- AMPA (AMSA Mandated Practical Assessment issued by SMIT)

Seafood and Maritime Industries training is proudly supported by:



Proudly Territory Owned and Operated



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