

MAR30918

Certificate III in Maritime Operations (Master up to 24 Near Coastal)

Course Guide



Proudly Territory Owned and Operated



SEAFOOD & MARITIME
SMIT 
INDUSTRIES TRAINING

SUMMARY OF OCCUPATION

A Master oversees all aspects of a ship's operation, while at sea, at anchor and in port. They command a commercial vessel of up to 24 metres in length, within limits specified by the Marine Authority. They are responsible for overseeing activities such as the carriage of passengers, the loading and unloading of cargo, repair and maintenance work, the receipt and transmission of information, navigation and all other activities essential to the safe, efficient and effective running of a ship. They are also responsible for managing a ship's budget and expenditure, as well as preparing voyage plans. A Master must also record the daily activities in the ship's log, including the course and any alterations, the ship's position, any repairs and the weather conditions.

This certificate will allow you to work as:

- Master on commercial vessels up to 24 metres long within the exclusive economic zone (EEZ)
- Chief mate or deck watchkeeper on vessels up to 35 metres long within the EEZ
- Chief mate or deck watchkeeper on vessels up to 80 metres long in inshore waters.

WORKING CONDITIONS

Masters serving on larger merchant vessels or deep-water fishing boats spend long periods at sea, which are usually followed by equal time ashore. Those serving on smaller, coastal ships, such as ferries, may return to shore each night. While at sea, a ship's Master generally works in shifts, sharing time on duty, or watch, with the ship's other officers, however, they must be prepared to deal with emergency situations which may arise at any time. They generally work in all weather conditions. Those working on coastal vessels and other ships which return to port each night, may remain in port during severe weather.

EDUCATION AND TRAINING

To become a Master, you must obtain a Certificate of Competency from the Australian Maritime Safety Authority (AMSA). This involves completion of the AMSA approved qualification - Certificate III in Maritime Operations (Master up to 24 metres Near Coastal). You may complete this qualification through Seafood and Maritime Industries Training (SMIT) which is a recognised training provider and AMSA approved assessor.

TOOLS AND TECHNOLOGY

Masters usually work on the navigation control centre of a ship. They use specialised navigation equipment, such as radar, sonar and satellite navigation, to plot a course and determine their precise location, as well as that of any obstacles. Ships use a range of communication technologies, including marine radio and other signalling equipment, such as flags. The Master will also need to be familiar with medical and emergency equipment, such as flares, firefighting equipment and lifesaving 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 15 core units to be completed in this qualification.

Code	Unit of Competence	Field
BSBFLM303	Contribute to effective workplace relationships	Core
HLTAID003	Provide first aid	Core
MARB029	Perform routine maintenance on a vessel up to 24 metres	Core
MARB030	Slip or dock a vessel and maintain hull on a vessel up to 80 metres	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
MARH015	Manage and maintain a navigational watch on board vessels up to 80 metres	Core
MARH016	Plan and navigate a passage for a vessel up to 80 metres	Core
MARH017	Use wheelhouse equipment for safe navigation	Core
MARI004	Observe regulations to ensure safe operation of a vessel up to 80 metres	Core
MARJ007	Monitor environmental management on a vessel	Core
MARK008	Manoeuvre a vessel up to 24 metres within near coastal waters	Core
MARN009	Perform seamanship operations on board a vessel up to 24 metres	Core

RADIO

You are required to have a HF Radio License (Long Range Operators Certificate of Proficiency). SMIT offers this two-day course for a cost of \$350.00. We will require a Passport-sized photo which can be done at the administration area.

QUALIFICATION DESCRIPTION

This qualification applies to people working in the maritime industry seeking an AMSA certificate of competency in the capacity of:

- master on commercial vessels up to 24 m in length within the exclusive economic zone (EEZ) or
- chief mate or deck watchkeeper on vessels up to 35 m in length within the EEZ or
- chief mate or deck watchkeeper on vessels up to 80 m in length in inshore waters.

ELIGIBILITY

To be eligible for a Master less than 24 near coastal certificate you must be at least 16 years old on the certificate issue date.

CERTIFICATE REVALIDATION

A Master less than 24 metres 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)

FACE TO FACE COURSE DURATION AND DELIVERY METHOD

Face to face contact hours of 15 days which is mostly delivered through hands on tasks 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.

ABOUT YOUR SEATIME

You need to show you have experience working at sea in a deck, or deck and engineering capacity. You must have completed either:

- 120 days on commercial vessels greater than or equal to 7.5 metres long with a completed approved task book.
- 600 days of which at least half must be on vessels greater than or equal to 7.5 metres long, at least half on commercial vessels, and up to half on recreational vessels greater than or equal to 5 metres long, 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 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.

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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).

FEES AND PAYMENT TERMS & CONDITIONS

- A deposit is required before the first day of the course. (Please see 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 a Northern Territory Government 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.

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. Please make sure that you give us at least 1 week's prior notice. 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>

WHAT TO BRING FOR DISTANCE OR FACE TO FACE TRAINING

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.

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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