

# Study Guides

**Phone: (08) 8984 4522**

Address: 10 - 12/110 Reichardt Road, Winnellie 0820 NT

Postal: PO Box 36948, Winnellie, 0821

Email: [admin@smit.edu.au](mailto:admin@smit.edu.au)

Website: [www.smit.edu.au](http://www.smit.edu.au)

National Provider No: 1112

ABN 21 070 720 517 ACN 070 720 517

***Proudly Territory Owned and Operated***

SUPPORTED BY:



## Table of Contents

<b>DISTANCE LEARNING</b> .....	<b>3</b>
Welcome .....	4
<b>DROPBOX EXPLAINED</b> .....	<b>5</b>
Look for the ideal place to study .....	7
Review your notes and readings .....	7
Do the most difficult tasks first .....	7
Use your free time wisely .....	7
Projects .....	7
Practice Time Management .....	7
Make a Study Plan .....	7
Eliminate Distractions and limit Social Media .....	8
Ask Questions .....	8
Figure out how you learn best .....	8
Practice Makes Perfect .....	8
USB Drives .....	8
Australian Boating Manual .....	8
You're nearly finished .....	8
<b>ASSESSMENT</b> .....	<b>9</b>
Assessment .....	10
Our Trainers and Assessors .....	10
Approaches to Assessment at SMIT .....	10
Where do we conduct Assessment? .....	10
Methods of Assessment .....	10
Portfolios of evidence .....	10
Tasks Books .....	11
<b>EMPLOYER INFORMATION</b> .....	<b>12</b>
<b>STUDENTS STUDY PATHWAY</b> .....	<b>12</b>
Hands on in the workplace .....	13
Effective Mentoring on the Job .....	13
Ask Questions .....	13
Practice Makes Perfect .....	13
Your Dropbox folder .....	14
USB Drives .....	14
Nearly finished – just the practicals left! .....	14

# Distance Learning



## WELCOME

Congratulations on deciding to study with us. This guide is to help you get through your studies and achieve your goals.

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 you are able to complete all of the assessment and the theory components of your course at your own pace at home or in the workplace.

The advantages to completing your course through distance learning is that it allows you to stay employed at work and lets you have greater flexibility with life and family commitments.

However, distance learning can present unique challenges if you are not prepared, but if you develop effective skills you will find the course can be an excellent alternative to traditional classroom learning. When you enrol for distance learning you will be given a My Qualification Plan (MQP) form to choose how you want to achieve each unit.

Your options are; 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 your 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 you are confident that you have the skills for Navigation and Chart Work or already have first aid and shipboard safety you will need to speak to your Assessor or one of our Administration Officers.**

We advise that you complete at least one unit per month, but we are happy if you want to get through them



faster! On enrolment your Trainer will go through a “My Qualification Plan” with you which will have your personalised study submission dates. Try and make sure you adhere to the dates and if you need an extension please contact us.

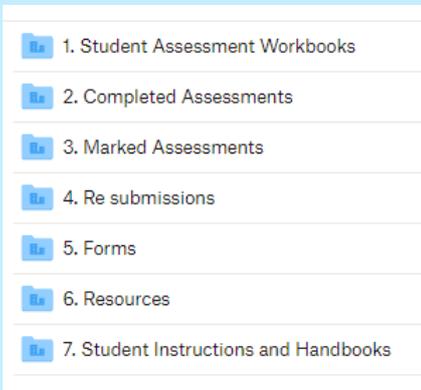
Your Trainer will contact you monthly to make sure you are on track and still motivated. Take this opportunity to ask questions or to get back on track if needed.

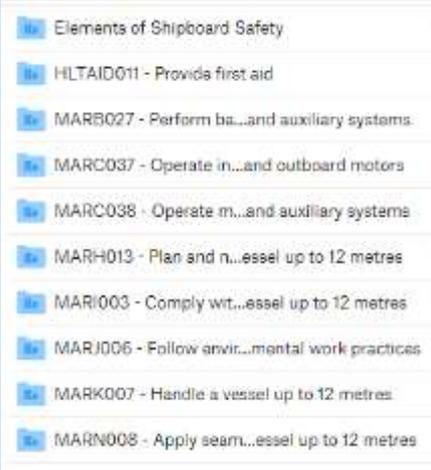
Remember the Trainers are here to help you. Email is a good way to ask about any assessments that you might be having difficulties with or alternatively phone or come in and see them.

## DROPBOX EXPLAINED

After you enrol our Administration staff will send you a link to your own Student Dropbox folder. Start by downloading a free 2GB account online for Dropbox at <https://www.dropbox.com/basic>. Once you have done this go to the email sent to you from SMIT and accept the invitation. You will now be able to see the folders that contain all your study resources.

Dropbox allows you to work on your assessments in the cloud or you can save the assessment to your computer. For those that are spending time at sea it is suggested that you save your assessment workbooks to a USB, work on them when you can and when you reach somewhere with internet upload the files to Dropbox so the Trainers can mark your work.

Folders in your Dropbox	
 <ul style="list-style-type: none"> <li>1. Student Assessment Workbooks</li> <li>2. Completed Assessments</li> <li>3. Marked Assessments</li> <li>4. Re submissions</li> <li>5. Forms</li> <li>6. Resources</li> <li>7. Student Instructions and Handbooks</li> </ul>	<p>These are the folders that you will be able to see when you enter Dropbox:</p> <p>Folder 1 – Contains all assessment material            Folder 2 – When you have finished an assessment drag and drop it to the Completed Assessment Folder            Folder 3. SMIT Trainers will place the assessment here when it has been marked.            Folder 4 - If you receive a resubmission for a unit the Trainers will put it in this folder for you to work on            Folder 5 – All the forms you will need to complete your studies and projects. These forms can also be used where your Task Books require you to attach.            Folder 6 – Resources that you may need to access throughout your studies.            Folder 7 – Information handbooks such as Student Handbook, Study guides and Face to Face Training Calendar</p>

Folder 1. Student Assessment Workbooks																
 <ul style="list-style-type: none"> <li>Elements of Shipboard Safety</li> <li>HLTAID011 - Provide first aid</li> <li>MARB027 - Perform basic and auxiliary systems</li> <li>MARC037 - Operate inboard and outboard motors</li> <li>MARC038 - Operate inboard and auxiliary systems</li> <li>MARH013 - Plan and navigate up to 12 metres</li> <li>MARI003 - Comply with vessel up to 12 metres</li> <li>MARJ006 - Follow environmental work practices</li> <li>MARK007 - Handle a vessel up to 12 metres</li> <li>MARN008 - Apply seamanship up to 12 metres</li> </ul>	<ol style="list-style-type: none"> <li>1. All assessments are contained in Folder 1. You can work on these either in Dropbox or you can drag and drop the assessment onto your computer desktop to work on.</li> <li>2. Double click on Folder 1 and you will be able to see all of the units that must be completed for the qualification you are doing.</li> <li>3. Double click on a unit to see all of the documents</li> <li>4. Inside you can see a document called SAW, this is the assessment that you will need to do. The other documents are resources that you will need to complete the unit.</li> </ol> <div style="text-align: center; margin: 10px 0;">  </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td> 1. SAW - MARB027 Pe... maintenance.....docx</td> <td>☆ Parent</td> <td>24/11/2020 07:17</td> </tr> <tr> <td> Chemtech Workshop Degreaser MSDS.pdf</td> <td>☆ Parent</td> <td>24/11/2020 07:17</td> </tr> <tr> <td> JSA Template.docx</td> <td>☆ Parent</td> <td>24/11/2020 07:17</td> </tr> <tr> <td> Perkins Aux Gen Manual.pdf</td> <td>☆ Parent</td> <td>24/11/2020 07:17</td> </tr> <tr> <td> Spark plug condition.docx</td> <td>☆ Parent</td> <td>24/11/2020 07:16</td> </tr> </tbody> </table>	1. SAW - MARB027 Pe... maintenance.....docx	☆ Parent	24/11/2020 07:17	Chemtech Workshop Degreaser MSDS.pdf	☆ Parent	24/11/2020 07:17	JSA Template.docx	☆ Parent	24/11/2020 07:17	Perkins Aux Gen Manual.pdf	☆ Parent	24/11/2020 07:17	Spark plug condition.docx	☆ Parent	24/11/2020 07:16
1. SAW - MARB027 Pe... maintenance.....docx	☆ Parent	24/11/2020 07:17														
Chemtech Workshop Degreaser MSDS.pdf	☆ Parent	24/11/2020 07:17														
JSA Template.docx	☆ Parent	24/11/2020 07:17														
Perkins Aux Gen Manual.pdf	☆ Parent	24/11/2020 07:17														
Spark plug condition.docx	☆ Parent	24/11/2020 07:16														

Who can access	Modified
Parent	24/11/2020 07:17
Parent	24/11/2020 07:16

Every time you work on a document and change the contents, Dropbox will keep a record of who was in the document last and time and date stamp it.

**If you require help setting up or accessing Dropbox please give us a ring or come in and we will walk you through the process**

**Assessments that are submitted as a PDF will not be accepted.**

**You must submit in the original Word Document.**

## LOOK FOR THE IDEAL PLACE TO STUDY

In each location where you study – such as at home, work or at the course provider, look for the most ideal spot to study. This should be free from distraction. You also need to refrain from using your phone and other gadgets while you are in that area. Your goal is to maximise your concentration. It is also advisable to have a back-up space in case your ideal study space won't be able to serve its purpose at a certain time.

## REVIEW YOUR NOTES AND READINGS

Before the class or event starts, it is best to review your readings and your notes so you can ask your Trainer if something is unclear to you. This will also demonstrate that you are interested to learn more.

You also need to review your notes and materials soon after an event concludes. The first 24 hours of covering fresh information is critical – this is the time where information is held in your short term memory and further review is needed to assist in memorising the information for the longer term.

## DO THE MOST DIFFICULT TASKS FIRST

When studying, your mind works at its best if you are full of energy. Make it a point to do the most difficult task first when you still have ample amount of energy. You need to determine which subject or task is most difficult for you and start with that subject first.

## USE YOUR FREE TIME WISELY

You might need to devote your free time searching for other resources that can help you with your study. Don't make room for other activities, which are not important, until your work is done. Keep in mind that it is easier to enjoy fun moments if you don't need to worry about overdue course or study matters.

## PROJECTS

When preparing to complete a report or project, consider the scope and limitation of your work. Plan a working outline of information that will be included.

This might include:

- Title page, which would normally include the title, your name and date.
- Acknowledgements when it is necessary.
- Table of Contents, which are in numbered form that states the corresponding pages.
- Introduction: the overview of your topic.
- Main content: where the sections of the report or project are completed.
- Summary.
- References would be the list of authors or sources you used.

Remember to write in a simple and clear form. Questioning, quizzes, interviews or exams Preparing for questioning assessments involves intellectual, emotional, and physical preparation.

## PRACTICE TIME MANAGEMENT

Give yourself ample time for study. Don't resort to cramming at the last minute. The flexibility to create your own schedule is often one of the biggest appeals of taking online classes. But that freedom can also be detrimental if you do not have solid time management skills

Create a weekly schedule that you follow, designating certain hours each week to reading, watching lectures, completing assignments, studying, and participating in forums. Commit to making your online coursework part of your weekly routine and set reminders for yourself to complete these tasks.

When working on your assignments, try time-blocking, allotting yourself a certain amount of time for each task before moving on to the next one and setting a timer to keep you accountable.

Periodically look at how you're spending your time. Ask yourself: How much time am I dedicating to course reading and assignments? Am I regularly underestimating the time it's taking me to get things done, forcing me to cram the nights before the exams? A little self-reflection and adjustment can go a long way.

## MAKE A STUDY PLAN

Make a study plan!

Set out a clear and achievable study plan and stick to it to 95% of the time, allowing yourself some room and respite for the unexpected.

Be organized and set a certain number of hours per day or week into your schedule for studying.

Write out a weekly schedule with dates and times. Make sure to set aside enough time to focus only on study with no distractions. That's important.

Organise your daily tasks or assignments that need to be completed. This really helps you to stay on top of due dates and keeps you on track to be successful.

Plan ahead! When it comes to online school, you don't have a set time to sit around and do your work. You must always plan a time specifically on your own to do your work.

We strongly recommend creating a study plan, and time management strategy according to the prescribed study hours per week.

## ELIMINATE DISTRACTIONS AND LIMIT SOCIAL MEDIA

Cut off all electronics or put them on silent. A distraction-free environment helps your thinking and makes you feel more at ease because you are no longer concentrating about everyone else. It overcomes the problem of not being able to concentrate when you try to study.

## ASK QUESTIONS

It's important if you're struggling with a topic to be proactive and seek out help. Many online courses have great teachers just waiting to assist you.

Ask questions as soon as you have them. There's nothing worse than convincing yourself that you will eventually learn the subject and find out a week later that you still do not understand the topic.

If you are confused about a course or have questions about an assignment, do not hesitate to ask your instructor. They are there to guide students in the learning process. They want to help students succeed.

## FIGURE OUT HOW YOU LEARN BEST

Once you've established where you'll learn, think about when and how you accomplish your best work. If you're a morning person, make time to study first thing.

More of a night owl? Set aside an hour or two after dinner. If the kids require your morning and evening attention, try to carve out a study session mid-day while you are at lunch.

Many businesses are happy to let their employees have 2 or 3 hours study time at work during the week. Not everyone learns the same way, so think about what types of information help you best grasp new concepts and employ relevant study strategies.

If you're a visual learner, for example, research YouTube and have a look at the video resources that the Trainers have given you access to.

## PRACTICE MAKES PERFECT

Online classes are an excellent option to help you earn the qualification you need to fulfill your goals.

Make sure you 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.

Though they come with their own unique challenges, following the advice above can help you be successful even in the most chaotic of times.

## USB DRIVES

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

If you are using this method please make sure that you copy all of your completed assessments before you submit. Documents can go missing or be corrupt.

## 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.

## YOU'RE NEARLY FINISHED

When you have completed all of the theory and assessments it's time for you to book in to the practical training. Practicals, 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.



# Assessment



**You are being assessed as soon as you muster on our training vessels or in the Training facility at Winnellie office**

## ASSESSMENT

If studying a program in the Vocational Education and Training sector you may find that things are a little different to school, university or other assessments you may have encountered in your adult life.

The major reason for this is that the assessments are based upon a competency model; aiming to determine if candidates can competently perform a skill, task or job.

The assessments are purely a tool intended to allow you to present evidence in support of your ability to meet the requirements of the respective unit. They are not there to trick you or overwhelm you. Each assessment question or task in some way links back to a part of the qualification.

## OUR TRAINERS AND ASSESSORS

Our Trainers and Assessors are qualified against the Australian Quality Skills Authority Standards (ASQA) to assess students on the qualifications they are training and assessing. They are also registered with AMSA as Assessors to conduct the AMPA (AMSA Mandated Practical Assessment). SMIT Training and Assessing staff are licenced Vessel Operators.

## APPROACHES TO ASSESSMENT AT SMIT

At Seafood and Maritime, we use several different approaches to assessing if you are competent in your chosen qualification. These will be a mixture of:

### Simulated Assessment Approach

- Simulated assessments provide students with a work-like environment for assessment.
- Providing a simulated assessment tasks that mimic workplace processes and tasks and general conditions of the workplace

### Written Assessment

Assessment provides evidence of how learners are progressing according to defined standards throughout a period of learning, as well as achievement at the end of the learning period.

Written assessment allows students to demonstrate their knowledge, skills and understanding over a period.

## WHERE DO WE CONDUCT ASSESSMENT?

Assessments are conducted on board SMIT equipped training vessels or in a simulated environment suitable to the task. SMIT has two

training vessels both of which satisfy the requirements for AMSA.

The Winnellie Training Rooms are used to do practical assessments for:

- Provide first aid
- Navigation Chart Work
- Some of the Components of Elements of Shipboard Safety
- Long or Short Range Radio Exams

The vessels are used to do practical assessments for:

- AMPA
- Scenarios
- Practical Demonstrations
- Assessments over all of the units

External

- Parap Pool for Elements of Shipboard Safety
- East Point for flare demonstrations



## METHODS OF ASSESSMENT

The assessment process is taking place all day while you are with SMIT. This maybe by way of:

1. Observed work
2. Witness statements
3. Audio-visual media
4. Evidence of prior learning or attainment
5. Written questions
6. Oral questions
7. Assignments
8. Case studies

## PORTFOLIOS OF EVIDENCE

Every student at SMIT has an electronic portfolio / student file where all information and assessments while you are with us is kept.

Electronic evidence may include input text, electronic files, images, multimedia.

### Security Footage as evidence

To help us retain records of your assessment for regulatory purposes SMIT vessels are fully equipped with security cameras that record all events whilst on the vessel.

The camera's record assessments that you are undertaking which SMIT saves to your electronic student folder and is part of the evidence required to prove that you can do the tasks required to complete your qualification and licencing requirements.

If you require more information about privacy concerns or any other questions on assessment, please contact a Trainer or the Manager of Seafood and Maritime.

## TASKS BOOKS

A task book helps you record the practical training and experience on board a vessel. Recording your sea service allows you to make the best use of your time on vessels. The task book contains practical tasks that you must carry out on board a vessel. Completing these tasks will assist you to gain the qualifications you need to become a competent coxswain, master, watchkeeper or engineer.

How registered training organisations use task books  
SMIT uses your completed task book as Third Party Evidence towards the assessment of your qualification. As per AMSA regulations only 80% of your task book needs to be signed off by the Master, Employer etc. SMIT requires 100% of the task book to be signed off. If there are gaps found your SMIT Assessor will complete observations with you on our training vessel.

Prior to the observation we will inform you of what we will be looking for and book a time for you do the observations. Our task books are based on the MAR Maritime Training Package and may be used, together with other criteria, as third party evidence to evaluate your competence.

### Task book completion check

Once you have completed your task book, your Trainer and Assessor must sign in the front of the book to verify that it has been completed to the extent possible.

Section 3 of the task book contains details of the vessel (s), including their operation and equipment, that should be used to assess whether the level of completion is appropriate.

Task books can be purchase from SMIT or directly from AMSA.



# Employer Information

# Students Study Pathway



## HANDS ON IN THE WORKPLACE

As an employer you play a significant role in helping the student to understand the industry and the qualifications they are seeking to gain.

We ask that you help your student as much as possible especially with learning and practicing hands on tasks. We cannot teach them all aspects of their job in the short space of time given under the qualification guidelines.

The whole idea of Vocational Educational and Training is that the student is actively learning and practicing job specific tasks as per the qualification guidelines in both the training and in the workplace.

In response to student feedback about lack of hands on practicals SMIT has changed the way all training takes place. During 2019 SMIT purchased a training vessel (SMIT Advance) to practice and complete AMPA's.

Our training calendar has now been designed around the SMIT Advance, tides and peak seasons. 80% of face to face training and practicals will take place on the vessel.

The students get to see the trainer and others do the tasks and then get to practice it themselves. In combination with reading and watching online movies that are placed in the students Dropbox folder to watch this covers most students preferred learning styles.

One of the best aspects of distance learning is the student needs to read and re read all of the theory to complete the written assessments and projects. This in turn means more information is retained and recalled later.

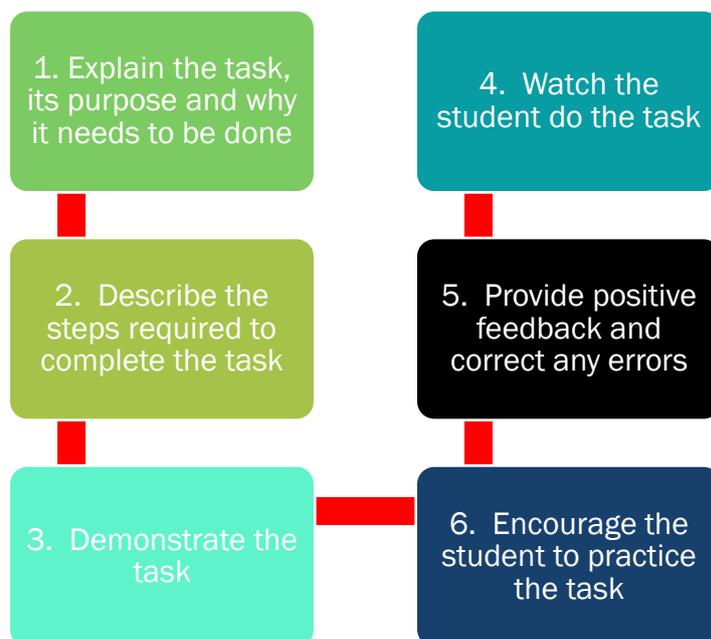
Practicing all of the tasks in the workplace during and after the training means that they are able to do a task competently over a period of time.

There are many apprenticeship opportunities for "trade qualifications" that will give the student a full understanding of the maritime industry and the field in which they are employed or want to gain employment. If you prefer your student to undertake an apprenticeship please contact us and we will give you the information required.

It's important if the student is struggling with a topic to be proactive and seek out help. All of our online courses have great teachers just waiting to assist them.

## EFFECTIVE MENTORING ON THE JOB

The diagram below 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](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 the 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.

## NEARLY FINISHED – JUST THE PRACTICALS LEFT!

When the student has completed all of the theory and assessments it's time to book in to the practical training. Practicals are required for 1<sup>st</sup> Aid, Navigation, Shipboard Safety, Radio and the AMPA. These are scheduled in our calendar every month. (See example below)

Students are also welcome to mix and match their training and book into specific classes for the face to face learning.

***An example of this might be for MARB032 Basic maintenance of electrical systems.***

***Joe thinks he needs more training in electrical systems than what he is learning from the workplace and through the theory components of***

***the unit. He decides that he wants to attend SMIT for face to face training when it is on next.***

***He rings the Trainer to discuss his options. The Trainer tells him to come in for a couple of hours and they can run through some of the main components one on one. Joe does this and now can clearly see how all of the electrical systems work and how to complete any basic maintenance. Job done 😊***