



Student Handbook

Proudly Territory Owned and Operated

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Welcome

Welcome to All Industries Training (AIT) / Seafood and Maritime Industries Training (SMIT).

Our commitment to high standards in training aligns with the Australian Quality Framework guidelines, CASA and AMSA Legislation. This dedication is essential for the safety and advancement of our remote pilot (drone) and maritime operations across the Northern Territory and beyond.

We aim to make your learning experience rewarding and beneficial for your future career in these dynamic fields. Our courses offer a blend of theoretical knowledge and hands-on practical training, preparing you for real-world challenges. We will work closely with you to ensure you gain the maximum benefit from this course, whether you're starting or continuing your career.

I wish you all well in your future careers.



Debbie Atkinson
CEO

Note:

If you are pursuing a Maritime Qualification, your certificates will display the Seafood and Maritime logo. Alternatively, for qualifications outside the maritime sector such as Certificate IV in Work Health and Safety, you will receive a certificate from All Industries Training bearing its logo. It is important to note that Seafood and Maritime Industries Training Pty also operates under the name All Industries Training.

Our Values

To ensure we achieve our mission it is important that we adhere to our values and work within a culture that is beneficial and enjoyable for staff and students. Our values include:

- Consideration and respect for all of our students, staff, providers and visitors
- Honesty, integrity and transparency at all times
- The demonstration of initiative to efficiently utilise organisational resources, improve our systems and help others improve their effectiveness

Our Service Commitment

SMIT/AIT is committed to providing quality training and assessment services to its learners. We aim to:

- Provide training and assessment services that meet industry needs and trends;
- Deliver high quality, innovative and engaging training
- Maintain a person-centered approach
- Foster relationships with our students, supporting them through their career
- Provide a supportive, facilitative and open learning environment
- Ensure all training is delivered by qualified trainers and assessors with the necessary skills and experience
- Ensure all training is continually monitored and improved
- Produce competent and confident workers that benefit the community and industry

In the past, obtaining a qualification typically required attending physical classes, which could be challenging for working professionals or those with busy schedules.

The benefit of pursuing your course through distance learning is the flexibility it offers, allowing you to continue working and manage family commitments effectively. However, distance learning may pose specific challenges if you are not adequately prepared. By developing effective skills, you can find that this mode of learning serves as a great alternative to traditional classroom settings.

Upon enrolling in a you will receive a "My Study Plan" form to select how you wish to approach each unit. Your choices include attending face-to-face training, credit transfer, Recognition of Prior Learning, or a combination of these delivery methods.

Regardless of your study mode, all students will need to attend practical training sessions if it is a requirement in your qualification.

Depending on the qualification or study you are doing, we recommend completing at least one unit per month, although progressing faster is also welcomed. Your Trainer will guide you through a personalised study plan upon enrolment, with set submission dates.

Your Trainer will contact you monthly to ensure you are on track and motivated. Utilise this opportunity to seek clarification or assistance if required.

Remember, our Trainers are here to support you. Feel free to reach out via email or phone for any queries, visit them in person or call for assistance

Distance Learning

In 2017, 6.6 million students were learning online. After the global pandemic in 2020, this number increased to over 400 million students.

What is Distance Learning?

Distance learning means learning without being in the same place as the teacher. In the past, students received course materials by mail. Now, technology allows for interactive online learning from kindergarten to university.

Differences Between Distance Learning and Regular Learning

In distance learning, students don't need to be in a specific location at a set time. They have more freedom in choosing courses and learning at their own pace. However, it requires discipline and sometimes adult supervision for younger learners.

Synchronous vs. Asynchronous Learning

- Synchronous Learning: Happens in real-time with live communication.
- Asynchronous Learning: Allows students to work at their own pace with more flexibility.

Depending on what qualification / course you might want to study, you may have a combination of the above.

Advantages of Asynchronous Learning

- Flexibility: Students can access learning materials anytime, anywhere.
- Reach and Engagement: Faculty can extend course content beyond scheduled times.
- Student Motivation: Self-paced learning accommodates different learning styles.
- Complement Synchronous Learning: Enhances live sessions with additional resources.

Types of Distance Learning

- Video Conferencing: Real-time communication using tools like Zoom or Teams.
- Hybrid Distance Education: Combines synchronous and asynchronous methods.
- Open Schedule Online Courses: Self-paced courses with deadlines.
- Fixed-Time Online Courses: Students log in at specific times for activities.

Who Uses Distance Learning?

Students from all levels and professionals' benefit from distance learning. It provides access to education for those in remote areas and offers flexibility for working individuals.

Advantages of Distance Learning

- Flexibility: Study from anywhere, choose courses that suit your schedule.
- Easy Access: Removes barriers to education for many learners.
- Money and Time Savings: Lower tuition costs and time-effective learning.
- Adaptability and Freedom: Tailor learning to individual needs and pace.
- Earning While Learning: Professionals can advance their education while working.

Assessments – General Information

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 meet the standards set by the Australian Quality Skills Authority (ASQA) to assess students in the qualifications they are training for.

Maritime trainers are registered with the Australian Maritime Safety Authority (AMSA) as assessors to conduct the AMSA Mandated Practical Assessment (AMPA). SMIT/AIT Training and Assessing staff are licensed vessel operators.

Remote pilot trainers and assessors are registered to carry out both theory and practical training sessions towards licensing requirements for drones.

Approaches to assessment

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.

Methods of assessment

The assessment process is taking place all day while you are with SMIT/AIT . 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
7. Assignments
8. Case studies

Portfolios of evidence

Every student at 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.

Third Party Reports for Workplace Assessment

Third-party reports, signed by the student's workplace supervisor, serve as evidence that the student can perform all required tasks outlined in the unit of competency at the workplace.

These reports confirm the student's competence and practical skills in real work scenarios, contributing to a comprehensive assessment process.

Security Footage as evidence

To help us retain records of your assessment for regulatory purposes SMIT/AIT 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/AIT 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.

Assessment – Malpractice

Assessment malpractice includes cheating, collusion and plagiarism.

SMIT/AIT regards the integrity of assessment as critical to its professional responsibilities as an RTO and therefore strives to ensure the assessment processes are not compromised. SMIT/AIT has policies and procedures in place for dealing with assessment malpractice.

Cheating

All assessments must be 100% your own work. Cheating or the use of another person's work and submitting as your own is cheating and will not be tolerated.

Collusion

Collusion is the presentation of work, which is the result in whole or in part of unauthorised collaboration with another person or persons. It is your responsibility to ensure that other students do not have an opportunity to copy your work.

Plagiarism

Plagiarism is the act of taking another person's writing, conversation or idea and passing it off as your own. This includes copying and pasting information from web pages, books, articles or any other medium. You must not copy another student's assessment.

If a trainer has reason to believe that a student has engaged in academic misconduct, the CEO will be notified and will investigate the matter.

Assessment Due Dates

All assessments must be submitted by the due date. If you are having difficulty completing an assessment, you should discuss it with your trainer/assessor well in advance of the due date. This way the trainer/assessor may be able to offer support or grant additional time. Please note there may be conditions or penalties to gaining an extension.

Assessment Appeals

SMIT/AIT ensures that clients have access to a fair and equitable process for appeals against assessment decisions. An appeals and reassessment process is an integral part of all training and assessment pathways leading to a nationally recognised qualification or Statement of Attainment under the Australian Qualifications Framework (AQF).

- Clients have the right to lodge an appeal against an assessment decision if they feel they were unfairly treated during an assessment, and/or where they feel the assessment decision is incorrect and they have grounds for an appeal.
- The principles of natural justice and procedural fairness are adopted at every stage of the appeal process.
- The appeals policy is publicly available, via SMIT/AIT website.
- The appellant can provide detail of their appeal either verbally and/or in writing.
- All appeals must be lodged within seven calendar days of the date of the assessment result notification to the client.
- If the appeals process fails to resolve the appeal or the appellant is not satisfied with the outcome of the appeal, the matter will be referred to an independent third party for review, at the request of the appellant. All costs incurred for the third-party review will be advised to the appellant.
- Every appeal is heard by a suitably qualified independent assessor or panel, who will be asked to make an independent assessment of the application.
- All appeals are acknowledged in writing and finalised as soon as practicable.

Grounds of appeal

Valid grounds for an appeal against an assessment decision could include the following:

- The judgement as to whether competency has been achieved and demonstrated was made incorrectly,
- The judgement was not made in accordance with the Assessment Plan.
- Alleged bias of the assessor.
- Alleged lack of competence of the assessor.
- Alleged incorrect information from the assessor regarding the assessment process.
- Alleged inappropriate assessment process for the competency.
- Faulty or inappropriate equipment; and/or
- Inappropriate conditions.

Appeal Outcomes

Appeal outcomes may include:

- a) Appeal is upheld; in this event the following options will be available:
 - i. The original assessment will be re-assessed, potentially by another assessor.
 - ii. Appropriate recognition will be granted.
 - iii. A new assessment shall be conducted /arranged.

Attendance

Attendance in training is recorded each day. These records are required for both learning and health and safety reasons. The entry/exit sheet is located at the front reception desk which you must sign every time you enter the facility. Your trainer may also have attendance sheets they will require you to sign.

Client attendance in class is paramount to successful completion of learning and assessment outcomes. Clients are expected to be in attendance for all training sessions.

It is expected that clients arrive at class on time and remain for the full duration. Hours will normally be 8am to 4.30pm unless advised differently by your Trainer. Should it be necessary for you to leave a class early – you must advise the trainer/assessor before the class commences.

If you are going to be absent from a scheduled class or activity, please advise your trainer/assessor or SMIT/AIT administration personnel. Other arrangements may be made, including self-paced learning or alternative training dates. As a courtesy to other learners and the trainer/assessor, all students must be punctual throughout the training day, including returning from breaks. Punctuality shows respect and is essential to avoid disruption to other students and classes.

Behaviour

Students are expected to behave appropriately in a mature and professional manner at all times. Misconduct will not be tolerated.

Misconduct includes -

- Any offensive conduct or unlawful activity (e.g., Theft, fraud, violence, assault);
- Interfering with another person's property;
- Removing, damaging or mistreating SMIT/AIT property or equipment;
- Cheating/plagiarism;
- Interfering with another person's ability to learn through disruptions during training;
- Breach of confidentiality;
- Inappropriate language;
- Serious negligence, including WHS non-compliance;
- Discrimination, harassment, intimidation or victimisation;
- Being affected by drugs or alcohol and being unfit to participate in learning activities.

Respect for others

It is expected that the behaviour of all people in the learning environment ensure a positive learning experience. SMIT/AIT retains the right to remove disruptive students from the training environment.

- You will be expected to treat staff and fellow students with respect and observe any etiquette requirements which appear in this handbook or requested during the course by a trainer/assessor.
- Inappropriate language and actions will not be tolerated.
- Harassment, bullying and intimidation of staff or fellow learners will not be tolerated.
- Treat facilities and equipment with due care and respect.
- You are required to respect the rights of others and treat others in a manner which is fair and non-discriminatory.

Accredited Training Programs

Accredited programs are competency based which means that training and assessment focus on the development and recognition of a person's ability to apply relevant knowledge and skills to perform workplace tasks to a specified standard.

Competency

It is important to note that the rules and requirements of a Unit of Competency and a qualification are applied to all students regardless of where they are, or the mode of training delivery provided.

Each Unit of Competency is made up of the following:

- Elements;
- Performance criteria;
- Knowledge and Skills evidence;
- Any pre or co requisites (if applicable).

To be deemed Competent in any Unit of Competency you must be able to provide evidence of the required skills and knowledge to complete work tasks to the standard that is required in the workplace. Skills need to be demonstrated in a range of situations and environments (which could include simulated applications in a learning environment) over a period of time.

In general, three types of certificates are issued by SMIT/AIT. Certificates can only be awarded by SMIT/AIT in accordance with our approved qualification scope.

- Qualification – issued under the Australian Qualification Framework (AQF) for nationally recognised training. Full qualifications can only be issued once the client has been deemed competent across all the relevant units of competency making up the qualification.
- Statement of Attainment (SOA) – issued under the Australian Qualification Framework (AQF) for nationally recognised training. Issued when a client is deemed competent in a unit or a cluster of units of competency. Minimum achievement for an SOA is one unit of competency. You can request a SOA at any time during your training.
- Certificate of Attendance – for non-nationally recognised training. Issued when a client attends a short course which is not within the Australian qualifications framework (AQF). To receive a Certificate of Attendance, the client must have a satisfactory attendance rate.

Non-Accredited Training

Non-accredited training refers to programs that are not formally recognised or approved by an official accrediting body. Unlike accredited training which follows specific standards set by regulatory authorities, non-accredited training does not lead to nationally recognised qualifications under the Australian Qualifications Framework (AQF).

In non-accredited training, the focus is more on providing knowledge and skills without the requirement of meeting specific competency standards outlined in accredited training. Participants may still acquire valuable skills and information, but the training does not lead to a formal qualification.

Certificates issued for non-accredited training, such as a Certificate of Attendance, acknowledge the completion of a course or program but do not hold the same weight or recognition as qualifications obtained through accredited training. These certificates are often provided as proof of participation rather than proof of meeting competency standards.

Training for Licensing such as CASA and Remote Pilot

Training and assessment for Remotely Piloted Aircraft (RPA) licensing with the Civil Aviation Safety Authority (CASA) involves following specific standards and regulations set by CASA to obtain a Remote Pilot License (RePL). This training and assessment process is accredited, meaning it is formally recognised and approved by CASA.

Accredited training for RPA licensing ensures that individuals receive comprehensive instruction on operating drones, understanding aviation regulations, implementing safety procedures, and demonstrating competency in piloting RPAs. The assessment process includes evaluating candidates' knowledge, skills, and ability to operate drones safely and in compliance with aviation laws.

Upon successful completion of the accredited training and assessment process, candidates are eligible to apply for an official Remote Pilot License (RePL) issued by CASA. This license authorises individuals to operate RPAs for commercial or specific purposes in accordance with CASA regulations.

Course Delivery

SMIT/AIT ensures the following resources are in place:

- Trainer/assessors and Assessors with appropriate qualifications, and experience;
- Course materials appropriate to the methods of delivery and assessment requirements;
- Appropriate equipment and facilities.

Training and assessment methods used by SMIT/AIT meet specific quality requirements and are chosen to best suit the unit of competency, while considering the learning style of the client. The provision of training often includes a blended approach with a combination of on and off-the-job methods. A number of delivery methods will be used throughout the training to help you achieve the necessary skills. Learning is a partnership that involves participation from all involved.

Delivery methods may include, but are not limited to:

- Practical demonstrations
- Audio/visual presentations
- Group participation/ discussions
- Individual projects
- Trainer/facilitator instruction
- Practical activities
- Self-paced activities
- Workplace based training

Recognition of Prior Learning and Credit Transfers

Recognition is the collective term and includes:

- Recognition of prior learning (RPL);
- Recognition of current competency (RCC);
- Credit transfer (CT);

SMIT/AIT holds the belief that no student should have to complete a unit of competency if they can already show satisfactory achievement of the performance outcomes outlined in the approved training package or nationally recognised course.

SMIT/AIT aims to maximise the recognition of a learner's prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific qualification or course of study. Clients who consider they already possess the competencies identified in all or part of any course/qualification offered by SMIT/AIT may seek recognition.

Recognition Decision

Regardless of the type of evidence that you submit, Assessors must be confident that the evidence meets the following criteria:

- Full requirements of the Unit of Competency(s);
- Any Regulatory requirements.
- Authenticity - That it is your own evidence and can be authenticated.
- That you can perform the competency consistently and reliably.

Client Records

SMIT/AIT maintains an individual client file for every client who undertakes any form of training and assessment with us. This file contains records regarding your personal details, any training and assessment undertaken and completed. This file is available to you.

In accordance with Privacy laws and confidentiality requirements, your file is kept in a locked storeroom. Only those SMIT/AIT personnel who need to have access to your file for training and assessment purposes can access it. No other person/client can and will have access to your personal client file without your prior written permission.

If you would like access to your personal records simply contact the CEO.

Cancellation of Courses

SMIT/AIT reserves the right to cancel a face-to-face course if insufficient enrolments (6 minimum) are received prior to course commencement. Clients already booked on these courses will be notified at the earliest opportunity. Students will be asked to sign these conditions on enrolment form.

- Students must be booked in at least 2 weeks prior to start date of training
- Trainers will email 1 week prior to training requesting student confirmation of attendance
- If students confirm and then do not attend (which makes under 6 students in a class) there will be a penalty cost of \$500.00 to cover the cost of SMIT/AIT not being able to cancel course for remaining students.

Complaints

SMIT/AIT has a fair and equitable process for dealing with client complaints. All clients have the right to express a concern or problem they may be experiencing when undergoing training.

The following is an outline of the Complaints Policy.

Principles

- Complaints are treated seriously and dealt with promptly, impartially, sensitively and confidentially.
- Complaints will be resolved on an individual case basis, as they arise.
- All clients have the right to express a concern or problem and/or lodge a complaint if they are dissatisfied with the training and assessment services that they have been provided (including through a third party) or the behavioral conduct of another learner.
- All complaints are acknowledged in writing and finalised as soon as practicable.
- All complaints will be managed as Staff-In-Confidence and will not affect or bias the progress of the client in any current or future training. The rights of the complainant and respondent will be acknowledged and protected throughout the complaint resolution process.

Lodging a Complaint

Should you wish to lodge a complaint, a formal or informal approach should be made by the client to the CEO. The client completes a Complaints Form to commence the process. For further information, see SMIT/AIT Complaints Policy.

Equal Opportunity

SMIT/AIT is committed to equal opportunity policies and principles, as they affect clients and employees to ensure the elimination of discrimination and harassment.

Rights and Responsibilities

SMIT/AIT is committed to providing an environment which recognises and respects the diversity of employees, contractors and clients. SMIT/AIT is committed to providing a work and study environment free from harassment, vilification and bullying and supports the rights of all employees, contractors and clients to work and study in a safe and healthy environment free from such behaviour.

SMIT/AIT will:

- Ensure that employees, contractors and clients understand that these types of actions and behaviour will not be tolerated in the work/study environment.
- Request that any behaviour which could be considered harassment, vilification or bullying cease immediately.

If an employee contractor or client feels harassed, vilified or bullied, the employee, contractor or client is encouraged to inform the person where the behaviour is unwanted, unacceptable and/or offensive. If the employee, contractor or client feels unable to approach the person, or if the behaviour continues following their request that the behaviour cease, the Manager should be contacted.

As a client of SMIT/AIT, you have the responsibility to:

- Act to prevent harassment, discrimination and victimization against others.
- Respect differences among other staff, clients and contractors, such as cultural and social diversity.
- Treat people fairly, without discrimination, harassment or victimization.
- Refuse to join in with these behaviours.
- Supporting the person in saying no to these behaviours.
- Acting as a witness if the person being harassed decides to lodge a complaint.

Discrimination

Discrimination is treating someone unfairly or harassing them because they belong to a group. It is against the law to discriminate against a person because of their age, sex, pregnancy, disability (includes, past, present or potential future disability), race, colour, ethnic or ethno-religious background, descent or nationality, marital status, sexuality or gender identification.

Harassment, Vilification and Bullying

All employees, contractors and clients have an equal opportunity to work and study. SMIT/AIT will not tolerate behaviour which is of a harassing, vilifying or bullying nature.

It is against the law for employees, contractors and clients to be harassed during the course of their work or study because of their sex, pregnancy, race (including colour, nationality, descent, ethnic or religious background), marital status, disability, sexuality, HIV/AIDS status or transgender.

Harassment

In general, harassment is behaviour which is unwanted and that humiliates, offends or intimidates a person, and occurs because of a person's:

- Race, colour, ethnic or ethno-religious background, descent or national identity.
- Sex.
- Pregnancy.
- Marital status.
- Disability (including physical, intellectual and/or behavioral/psychiatric disability; past, current or future disability; actual or presumed disability).
- Sexuality (male or female; actual or presumed).
- Transgender.
- Age.

It is unlawful for a person to be harassed due to a relationship to or association with a person of a particular race, sex, marital status, disability, sexuality, gender or age. Harassment in the work and study environment can be overt or subtle, direct or indirect. It can be verbal, non-verbal or physical. Harassment can occur when power is used incorrectly. Actions and behaviour which one person finds amusing or unimportant may offend or hurt another person.

Bullying

Bullying behaviour can refer to the actions or behaviours of a person to another that intimidates, degrades or humiliates the person. It may include verbal abuse, behaviour intended to punish such as isolation, exclusion from workplace activities and "ganging up." Repeated "put-downs," aggression, threats and poorly managed conflicts of opinion may be part of bullying behaviour. It can occur between people such as managers and employees or contractors, co-workers and clients.

Sexual harassment

SMIT/AIT will not tolerate sexual harassment in the learning or work environment. SMIT/AIT deplores all forms of sexual harassment and seeks to ensure that the work and study environment is free from such harassment. Implementation of this policy is the responsibility of all.

Forms of sexual harassment

Sexual harassment may take many forms. Often people do not realise that their behaviour constitutes sexual harassment, but they must be aware that behaviour that is acceptable to one person may not necessarily be acceptable to another. Sexual harassment is any unwanted behaviour of a sexual nature by one person to another at work or in a work-related setting. Examples of sexual harassment include, but are not limited to:

- Insensitive jokes and pranks.
- Lewd comments about appearance.
- Unnecessary body contact.
- Displays of sexually offensive materials, for example, calendars or posters.
- Requests for sexual favours.
- Speculation about a person's private life and sexual activities.
- Threatened or actual sexual violence.
- Threat of dismissal, loss of opportunity and so on, for refusal of sexual favours.

Duty of Care - WHS

Under Workplace Health and Safety legislation, students have a duty of care to maintain a safe environment for both themselves and their fellow students.

- Should you be involved in an accident which results in personal injury and/or damage to equipment or facilities, notify your trainer/assessor immediately.
- If you have a personal health condition which may become critical while attending training, please advise us before commencing the course. All information will be treated in strict confidence and is only needed so SMIT/AIT can provide support or treatment should an emergency arise.
- Emergency procedures and exit plans must be followed.

You have a duty to:

- Protect your own health and safety and to avoid adversely affecting the health and safety of any other person;
- Not willfully or recklessly interfere or misuse anything provided by SMIT/AIT in the interests of health, safety and welfare
- Cooperate with health and safety directives given by staff of SMIT/AIT
- Ensure that you are not affected by the consumption of drugs or alcohol.
- At your first workshop, you will be shown the evacuation procedure. In the event of an emergency, you will need to follow the instructions from your Trainer to safely exit the building. The safety of students is paramount, and it is important that you do not leave the training premises without informing your Trainer.

Accidents, Injuries and Near Misses

All incidents and near misses are required to be reported immediately. See your trainer/assessor or administration personnel to report any issues. SMIT/AIT will ensure that the injured person receives appropriate first aid and/or medical treatment as soon as possible and will investigate to prevent a recurrence.

SMIT/AIT is also committed to ensuring that injury management activities commence as soon as possible after injury and that every effort is made to provide suitable and meaningful duties consistent with the nature of the injury or illness, after seeking appropriate medical judgement. Clients and employees are expected to take care to prevent work-related injuries to themselves and to others.

Use of Photo's – Talent Release Form

What is personal information security?

Section 6 of the Privacy Act defines 'personal information' as 'information or an opinion about an identified individual, or an individual who is identifiable.[10] This might include a person's name and address, medical records, bank account details, photos, videos and even information about what an individual likes, their opinions and where they work. <https://www.comlaw.gov.au/Series/C2004A03712>

SMIT/AIT takes the privacy of participants seriously and complies with all legislative requirements. These include the Privacy Act 1988 and the Australian Privacy Principles (APPs).

All information is kept in the strictest confidence. In some cases, we are required by law or required by the Standards for NVR Registered Training Organisations to make learner information available to others such as the National Centre for Vocational Education and Research or the Australian Skills Quality Authority (ASQA). <http://www.asqa.gov.au/about/accountability-and-reporting/privacy-1.html>

Photography and Video privacy at SMIT/AIT Training Centre recognises that there are sensitivities relating to the taking of photographs and videos. SMIT/AIT will ask all students to submit a consent form.

Use of Photo's – ACMA and CASA Radio

Before sitting your exam

All students on enrolment are asked to supply a copy of their photo ID e.g.:

- Australian Aviation Security Identity Card (ASIC)
- Australian Aviation Identification (AVID) provided it includes your photograph. New AVIDs are simple letters with no photograph. If you have such a letter, this type of AVID will not be accepted.
- driver's license from any Australian state road transport licensing authority
- digital driver's license (DDL) from an Australian road transport licensing authority, conditions apply – see below
- ID of a serving member of the Australian government (state or federal) public service or statutory body (must have the official Australian Commonwealth or Australian State emblem)
- ID of a serving member of the Australian (state or federal) police or Australian military
- current international passport
- current Australian passport
- 'Proof of Age' or 'Proof of Identity' ID issued by the Australian federal or state police, or an Australian state government shop-front.

Students must bring along further photo ID on the day of the exam. This allows the Invigilator to have two forms of proof. Where there is a concern your Trainer/Examiner will ask you to supply additional proof of identification.

Payment / Refund

Refunds and Statutory cooling off period

Under this policy the following will apply:

Students who give notice to cancel their enrolment within ten (10) business days from the date of completion of their enrolment with SMIT/AIT, will be entitled to a full refund of fees paid. This policy complies with the Australian Consumer Law required statutory cooling off period for the sale of goods and services. It is a requirement under the Standards for Registered Training Organisations that an RTO must allow the minimum statutory cooling off period applicable for the jurisdiction in which they operate. Australian Consumer Law introduced in 2010 has made this consumer protection consistent in all States and Territories.

Students who cancel their enrolment ten (10) or more business days after the signing of their enrolment will not be entitled to a refund of their fees. An exception to this policy is where SMIT/AIT fails to fulfil its service agreement and fees are refunded to clients. Discretion may be exercised by the RTO Chief Executive Officer in all situations if the student can demonstrate that extenuating or significant personal circumstance led to their withdrawal.

Refunds will not be issued to students after qualification commencement in the case of:

- Change in employment status.
- Moving outside if the NT Region.
- Change of mind outside of the statutory cooling off period.
- Lack of progress towards qualification completion.

Payment Plans

In the event a student elects to withdraw their enrolment with SMIT/AIT during a time of which a payment plan is in place and fees are outstanding, SMIT/AIT reserve the right to automatically withdraw the student from the qualification.

Upon receiving a student's written notification for cancellation of enrolment, the RTO Administrator will advise the student of any outstanding fees and inform them of this requirement. This policy will be attached to such correspondence with the student.

1.1 All students must pay Instalment One (1) when submitting enrolment form.

1.2 If under the above payment schedule, you fail to make the agreed fortnightly payments you will be suspended from entering the learning and assessment portal until the arrears are paid in full. In the event that 2 months goes by without payment or assessment activity in the portal you will automatically be withdrawn without notice.

1.3 Our Student Finance Officer will NOT ring or email reminders about outstanding payments and the above action will happen automatically. It is the student's responsibility to contact the office or Student Finance Officer to be reinstated: thomas@smit.edu.au

1.4 Please notify Administration of any changes to your account details or change of circumstances.

Limiting fees being paid in advance

SMIT/AIT acknowledges that it has a responsibility under the Standards for Registered Training Organisations to limit the fees paid by students in advance of their training and assessment services being delivered.

To meet our responsibilities SMIT/AIT may accept payment of no more than \$1,500 from each student prior to the commencement of the course. This requirement applies regardless of whether the payment for the fees is being made directly or through a third party.

Following the course commencement, SMIT/AIT may require payments of additional fees as per scheduled payment plans from the student but only such that at any given time, the amount required to be paid in advance is consistent with the portion of training being delivered.

General Information

Learner Support Services

SMIT/AIT understands that there may be times when personal issues may affect your ability to undertake your training. SMIT/AIT has identified a number of support services for clients who have special needs or require additional support and assistance to undertake or complete their learning.

Mentoring & Guidance

SMIT/AIT can provide clients with mentoring, coaching and guidance on course content, as well as effective learning and study techniques. Please ask your Trainer if you require further assistance.

Language, Literacy Numeracy

During the enrolment process you are asked about Language, Literacy and Numeracy. This is required by the RTO for compliance. However, you are encouraged to discuss with us your options for further language literacy and numeracy development if you think you might require extra tutoring.

If you have undertaken another qualification at the same level or below you will not have to sit an LLN test before enrolment.

Resources

You will receive a copy of training and /or assessment materials as part of the entry into the course. Should you lose or misplace the materials you are provided, please see your trainer.

It is suggested that students either scan or photocopy assessments before handing them in to trainers in the unlikely event that they are misplaced.

Mobile phones

All phones must be turned off or placed on silent during training, as a courtesy to the Trainer/assessor and other clients. In an emergency where you need to be contacted, please advise your trainer/assessor so that arrangements can be made.

If you need to receive a work-related call, please excuse yourself from the class with as little disruption to other students as possible.

Smoking

All staff, visitors and students must be two metres away from a doorway and three metres from an air conditioning unit when on SMIT/AIT premises.

Student Evaluations

SMIT/AIT values all feedback from clients as it assists us to continuously improve the products and services we offer. Students are required to provide us with feedback, both positive and constructive.

Evaluation forms will be given to students during and at the end of their course of study. Please make sure that these are filled in and returned. Thank you in advance for your comments.

Breaks, Start and Finish Times

Your trainer will advise you of timing for all breaks.

Typically, though the following break times have been allocated, however they may vary:

- 15 minutes duration for Morning and afternoon tea breaks
- 1 hour duration for Lunch breaks

Classes start promptly at 8:30 AM. The day's activities usually finish by 4.30pm. If you are doing an AMPA we need to take into consideration tide times, so this means that you may not leave or get back to the marina during normal business hours.

What you need to bring with you – Maritime Practical's

Notebook, calculator, eraser, pens, ruler, parallel rule set and protractor.

Practical Weeks:

- Towel and change of clothes, sunscreen for the pool
- AMPA and Vessel work require closed in work boots to comply with Francis Bay Marina WHS guidelines.
- Drink Bottle and any food or snacks you might require.

There are many cafes/snack bars close to us in Winnellie. Soft Drink is available from the fridge for students. Please contact SMIT/AIT front office, speak to your trainer or refer to the Course Information Flyer to check for any other resources you may need to bring.

Change of personal details

Clients are required to ensure their personal details recorded with SMIT/AIT are up to date at all times. Should your circumstances or details change please update your record through Administration at the front of the building.

Dress and Personal Hygiene

Students are to be well presented and appropriately dressed during all training.

Dress requirements include:

- Neat, comfortable clothing in the classroom environment.
- Appropriate work attire, including personal protective clothing (PPE) for training in workplace or simulated environments – no singlets or clothing with offensive slogans etc.

- Appropriate footwear must be worn at all times – no thongs permitted
- Since you will be working in close proximity with others, care with your personal hygiene (clothing, hair, deodorant etc.) is requested.

Car Parking

Please be respectful of the other business around the area. Under no circumstances are students allowed to park inside of entry points to other business properties.

Buses

There is a regular bus service to the Winnellie area. Please ring Darwin Bus for a schedule to and from your destination.

Computer and IT Requirements

Hardware and Software for Online Learning

Embarking on an e-learning journey in today's digital era might raise concerns about the necessary technical setup. Fortunately, technology has evolved to be both fast and user-friendly, easing the learning curve for tools as common as email and texting. Plus, technical support is available for any technological queries you might have.

Internet Connection

A stable Internet connection is necessary for accessing online course materials. While a specific connection speed isn't typically mandated, having a faster computer and high-speed internet can enhance your efficiency in completing tasks. Ensure your Internet connection is dependable and consider updating to the latest version of your preferred web browser, we recommend Google Chrome.

Computer

A computer with adequate memory and hard drive space is necessary. Most computers bought in the last 7 or 8 years should meet these requirements.

Monitor

For optimal viewing and assessment completion, a large monitor (15 inches or larger) is recommended. Laptop users might find it beneficial to invest in an external monitor, potentially 22 inches or 27 inches, to improve their study environment.

Mobile Device (Smartphone, iTouch, iPad, Android)

You can view our courses online through a browser or by using compatible IOS (Apple) and Android devices by downloading the apps.

To access your training with the online portal app:

1. Download the online portal app.
2. Enter the URL: students.anewspring.com.au
3. Log in with your username and password.

Your mobile device is not just for accessing courses; it's also perfect for recording videos or taking photos for tasks, allowing you to submit evidence of your activities effortlessly.

Microphone/Speakers/Headset

For audio clips and files, ensure you have either built-in or external speakers.

Operating System

Ensure your computer's operating system is up to date to support all online program functionalities.

E-mail Address

An essential and free tech tool for any student. If you don't already have a private email account (e.g., Gmail, Yahoo, Hotmail), it's advisable to create one for your educational communications

Viewing Documents

AIT provides you access to word, pdfs and YouTube to enhance your learning experience.

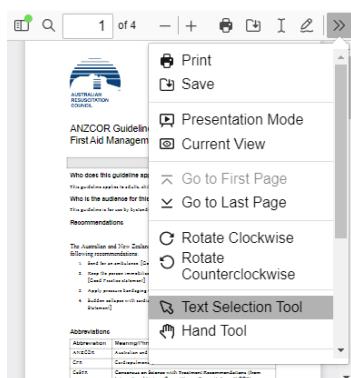
When a document loads you will see either of the options below. These options will enable you to view documents in full screen and allow you to print and download. Remember to look for these options to give you the best learning experience.

Word documents: Look for this to  view the document in full screen. Enabling full screen also provides options to print and download.

PDF documents: Use these bars to view in full screen or to download. Enabling full screen also provides options to print and download.



Google Docs: You can print and save pdfs through the tool bar. Also if you click the two arrows on the right, you will be able to select presentation mode to view full screen. To exit full screen click the 'esc' button on your keyboard.



YouTube videos: Look for the square icon on the YouTube videos to enable full screen.



How to do your assessments

You may be asked to complete various assessments in your online training. Please see below some examples:

Multiple Choice

In a Multiple Choice questions only a single answer can be marked as correct.

The objective of an SMS is to identify and manage risk on a vessel.

True

False

Other

Multiple Response

In a Multiple Response question several answers can be marked as correct. This is the most standard question type used.

The 'immediate action' duties are to look and listen for survivors in the water and to look for other survival craft. Lookouts should commence immediately and look and listen for:

Multiple answers are possible.

lifejacket lights

lifebuoy lights

lights from other survival craft

retro-reflective tapes on lifejackets, lifebuoys and other craft

gas blow-off from inflatable life rafts

whistles, shouts from survivors in water

passing ships and aircraft

floating debris

islands

Matching

In a Matching questions you can drag the answers to form the correct combination. This can be a combination of sound, images or text.

Bleeding is usually stopped in wounds by the natural formation of blood clots. Severe bleeding must be stopped as soon as possible by the following actions:

Put the answers in the right position:

Step 1	Lay the patient flat and, if possible, raise the ... more	Apply a standard dressing to the wound, fold... more
Step 2	DRAG ANSWER HERE	
Step 3	If there is very severe pain, inject morphine or ... more	
Step 4	DRAG ANSWER HERE	Expose the wound, cutting away clothing if nec... more
Step 5	DRAG ANSWER HERE	Press the dressing firmly on. If blood soaks th... more
Step 6	DRAG ANSWER HERE	Watch patient to make sure that bleeding has st... more

Fill in the blanks – Drag and Drop

At the 'Fill in the blank – drag and drop' questions, the words need to be dragged to their correct place within the text.

SMS Revision and Review

All revision, corrections resulting from, _____, investigation of _____, near misses or from periodic _____ of the SMS, _____, forms, checklists, registers and ledgers must be recorded in the _____ Revision and Review Ledger and signed off. A new version of the particular document concerned will be printed after the changes have been investigated and the processes _____.

Put the answers in the right position:

updated
incidents
— — —

review
induction manual
SMS
risk assessment

Fill in the blanks – Drag and Drop

At the 'Fill in the blank – drag and drop' questions, the words need to be dragged to their correct place within the text.

SMS Revision and Review

All revision, corrections resulting from, _____, investigation of _____, near misses or from periodic _____ of the SMS, _____, forms, checklists, registers and ledgers must be recorded in the _____ Revision and Review Ledger and signed off. A new version of the particular document concerned will be printed after the changes have been investigated and the processes _____.

Put the answers in the right position:

Project / Written Responses

At the essay question type you can upload/submit your work for marking by the Assessor.

• **ASSIGNMENT DESCRIPTION**

Scenario

You are on MERMAID 2; a 35m commercial fishing trawler 5 hours from Darwin Harbour. On board are: 6 crew (Master, Engineer, 3 Deckhands and yourself).

There is a fire in the engine room with smoke filling the whole space.

Student Instructions

This activity requires you to complete all of the steps involved to handle this situation upto preparing to abandon ship.

Your project needs to include the Legislation, Marine Orders, Regulations, SMS and acceptable established safety standards. For example, Marine Order 21, Division 1, A

Include all of the steps necessary under the following headings:

1. Immediate assessments and responses to the emergency
2. Shoreside response initial actions
3. Substantial emergency response actions in consultation with the Chief Engineer
4. Reporting requirements
5. Follow-up actions taken on board the vessel
6. Post-emergency conditions

Suggested responses under the above headings *must* include all of the following:

- legislation SOLAS, AMSA etc.
- Alarm Responses / Flags
- Radio calls
- SMS procedures
- Reporting AMSA, DPA, etc
- Workplace procedures / induction and training / musters
- Location and class of fire
- Fire Fighting equipment used for this class fire
- PPE
- Containing the spread of fire
- Communication from Master and other crew
- Preserving the fire scene
- Survival equipment
- Debrief

Upload your completed assessment for your Trainer to mark.

UPLOAD

DA: Debbie Atkinson

Nothing handed in yet.

Hints for successful studying

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 in learning 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 to 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 limitations 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.

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.

Study plan

Refer to your study plan! When you enrolled, you completed a study plan to determine the monthly unit completion required to finish all theory and assessments within the given 12-month period. This will assist you in maintaining your study schedule.

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, be available 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.

Employer information and responsibility

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.

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 trainee or apprenticeship opportunities for studying 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 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.

1. Explain the task, its purpose and why it needs to be done

2. Describe the steps required to complete the task

3. Demonstrate the task

4. Watch the student do the task

5. Provide positive feedback and correct any errors

6. Encourage the student to practice the task

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

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.

You can find the AMPA for your qualification on the AMSA website.

In your browser just type in AMSA AMPA and then choose the qualification you are doing

Assessments – Maritime Qualifications

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 licensed 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 Assessments?

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.

Please note:

You are being assessed as soon as you muster ready for the day on the training vessel or in the Training facility at Winnellie office.

Assessments – Task Books

Task Books / Workplace Observations / Third Party Reports

Your qualification will not be issued until we have evidence you have completed all sections of your task book. 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.

How registered training organisations use task books

SMIT uses your completed task book as Third-Party Evidence towards the assessment of your qualification. SMIT requires 100% of the task book to be signed off. If there are gaps found that you cannot get signed off on your vessel you may have to do some volunteer work on another vessel or workshop.

In the event a SMIT Assessor completes the observation we will inform you of what we will be looking for and book a time for you do the observations.

There are sections of task books to be completed at the end of each unit of competency. We recommend you get this signed as you go. DO NOT wait until the end of your studies to submit.

An example of the task book:

Change/clean: • bilges and bilge strainers	Master has observed you on: Date: Date:	
Check/test the following: 60H - the thermostat for your vessel's main engine 60 I - the control linkages from wheelhouse to engine room; lubricate as required 60 J - anodes in main or auxiliary engine cooling systems; replace if required 60 K - mounts on main engine and gear box for condition 60 L - engine vee belt for condition and correct tension; tighten if required 60 M -high level bilge alarms 60 N - 12/24V bilge pumps 60 O - emergency bilge pump 60 P - clutch driven bilge/fire pump 60 Q - engine driven bilge/fire pump belt 60 R - bilge and fire pumping systems	Video Number 60H, 60I, 60J, 60K, 60L, 60M, 60N, 60O, 60P, 60Q, 60R	
Attach video no more than 2 minutes for each item. Overhaul spare valve from the bilge system (screw down non-return valve or both an isolating valve and non-return valve)	Master has observed you on: Date: Date:	
Attach a labelled diagram of the bilge/fire system for the vessel	Document Number 60F Master has signed and dated.	

You **MUST** name your Videos as indicated in each section. To maintain authenticity and industry accuracy the Master or the Engineer should be clearly shown in the footage.

Where a document is required you must name the document as shown.

The blacked out boxes mean there is no requirement for the Master or Engineer to sign. However they **MUST** sign and date the front page of the document you are submitting.

For some of the criteria the Master or Engineer **MUST** sight you doing the task on several occasions over a period of time. The Master signs in the white box and fills in the two dates.

Exams – Marine Radio – LCROP and SCROP

You must be 16 years of age

Long Range and Short Range for ACMA

ACMA mark and process all examinations for Marine Radio in Australia. SMIT does not mark your exam papers. You MUST complete the online learning and assessment prior to booking in for the exam.

Requirements for exam

- A completed application form with your details (this will be issued by the invigilator)
- A current, passport-size colour photo of yourself, with your name clearly printed on the reverse.
- The photograph must be presented to your invigilator along with photo ID such as a drivers license when you attend your examination for his or her endorsement.
- The photograph must be signed by yourself and the SMIT Invigilator

The invigilator will not accept photocopies of documents or identity documents that have expired.

Your ID must be an original and current at the date of the exam.

If you don't bring ID with you to an exam, you can't sit the exam.

Exams are done online and are prebooked with ACMA so if you do not book in at least a week prior to the advertised day of the exam you will not be admitted. All students will be given a "tablet" on entry but you can also use your phone. Please note this is a closed book exam.

CHEATING / PLAGIARISM IN ANY FORM WILL NOT BE TOLERATED

If you are seen to be using your device to look up answers or are using other methods to cheat you will be asked to leave. You will not be given another opportunity to sit the exam with us and you will not be refunded your enrolment fee.

Re-sitting the exam

Should you receive a letter of failure to gain your certificate, you may re-sit the examination. Re-sits are limited to three per 12 month period, after your third re-sit, if you have failed to reach the 70% pass mark your examination results will be referred the Australian Communications and Media Authority (ACMA) for a final decision on whether to grant or refuse a certificate. The ACMA will contact you regarding the outcome.

The re-sit process is exactly the same as the initial process:

1. decide your method of study (independently or through a course, you may change your method);
2. contact an invigilator; and
3. re-sit the examination – another photograph and full payment are also required.

Practical components of your exam

As part of the exam requirements your Invigilator will observe you using the VHF

Declaration

When lodging an application to sit a marine radio operators examination you will be required to sign a declaration stating that:

I certify that I do not suffer an incapacity that would prevent me from correctly sending and receiving messages by radio telephony. To the best of my knowledge, the information given by me on this application is true and correct in every detail.

If you have special needs that require some form of extra assistance to study and/or sit the examination please discuss it with your invigilator or contact our office. If required, the ACMA may conduct a special examination. For further information on special examinations please contact our office on 1300 365 262 or email amcom@amc.edu.au. You may need to provide ACMA with a medical certificate, from your doctor, explaining your needs and the form of assistance required.

Exams – Aeronautical Radio – AROC

You MUST complete the online learning and assessment prior to booking in for the exam.

Eligibility for an AROC

To get an AROC, applicants must:

- be at least 17 years old
- have an aviation reference number
- have completed training
- have been assessed as meeting the required competency
- have a current English Language Proficiency assessment – this may be an AELP assessment at level 4, 5 or 6 or a GELP assessment.

Requirements for exam

- A completed application form with your details (this will be issued by the invigilator)
- A current, passport-size colour photo of yourself, with your name clearly printed on the reverse.
- The photograph must be presented to your invigilator along with photo ID such as a driver's license (please see CASA website for a complete list of currently allowed photo ID documents) when you attend your examination for his or her endorsement.
- The photograph must be signed by yourself and the SMIT Invigilator

Exams are done online. Students are requested to book in at least a week prior to the advertised day of the exam. You will not be admitted if you have not completed a booking form. All students will be given a "tablet" on entry but you can also use your phone. Please note this is a closed book exam.

CHEATING / PLAGIARISM IN ANY FORM WILL NOT BE TOLERATED

If you are seen to be using your device to look up answers or are using other methods to cheat you will be asked to leave. You will not be given another opportunity to sit the exam with us and you will not be refunded your enrolment fee.

Maritime Student Induction

Student Induction Overview

Induction is an essential process for familiarising students with new learning environments, ensuring you understand the safety protocols and operational procedures. This guide covers the induction processes for training classrooms, workshop areas, pool facilities, firegrounds, and vessels. Special emphasis is placed on completing the Short-Term Crew Members Induction Form for all students completing the AMSA mandated practical at completion of your studies.

Training Classrooms

Introduction and Welcome: Students are welcomed by the instructor, who provides an overview of the course content and objectives and goes through the Housekeeping PowerPoint.

- Safety Protocols: Emergency exits, evacuation procedures, and first aid kit's locations are highlighted.
- Classroom Etiquette: Expectations regarding behavior, attendance, participation, and use of electronic devices are communicated.
- Resource Access: Information on accessing learning materials, library resources, and online platforms is provided.

Workshop Areas

- Personal Protective Equipment (PPE): Students are instructed on the required PPE for specific tasks and areas.
- Machine Operation: Safe operation procedures for machinery and tools are demonstrated.
- Hazard Identification: Potential hazards in the workshop are identified, and how to mitigate them.
- Cleanliness and Orderliness: Emphasis on maintaining a tidy workspace to prevent accidents.

Pool Facilities

- Safety Briefing: An overview of safety rules around the pool, including no running and proper entry/exit techniques.
- Lifeguard Introduction: (Pool and Training Staff) Students meet the lifeguard team and learn about their roles.
- Emergency Procedures: Instructions on what to do in case of an emergency, such as how to signal for help.
- Hygiene Practices: Guidelines on showering before pool entry and appropriate swimwear.

Firegrounds

- Risk Assessment: Students are briefed on potential risks and safety measures specific to fire training environments.
- Protective Gear: Proper usage of firefighting gear, including helmets, gloves, and boots, is demonstrated.
- Fire Equipment Handling: Safe handling and use of fire hoses, extinguishers, and other equipment are taught.
- Emergency Response: Procedures for responding to real-life fire emergencies are practiced.

Vessels

For students engaging with vessels, completing the Short Term Crew Members Induction Form is mandatory. This form ensures that students acknowledge and understand their responsibilities and safety measures while on board.

Form Completion:

- Personal details and emergency contact information must be filled out accurately.
- Acknowledgment of safety briefings and operational procedures specific to the vessel.
- Understanding roles and responsibilities as a short-term crew member.

Onboard Safety Briefing:

- Introduction to the vessel's layout, including escape routes and muster stations.
- Demonstration of lifejacket use and location of life-saving equipment.
- Familiarisation with communication systems on board.

The induction process is designed to ensure that students are well-prepared to engage safely and effectively in their respective training environments.