

2015/16



DIPLOMA IN Superyacht OPERATIONS

Professional body



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THE DISTANCE LEARNING EXPERTS

Since its formation the Maritime Training Academy has been successfully providing specialist, expert training to marine professionals around the globe.

In recent years the Academy has significantly grown, offering an ever expanding training portfolio across several sectors of the maritime industry, from Superyachts to Shipping and Marine Surveying.

Delivered by distance learning our courses are managed and run by established professionals within the maritime industry. We are constantly pushing back the boundaries of knowledge with discoveries that are benefiting the industry.

Due to our rigorous academic standards our qualifications are highly respected internationally.

Enhancing Careers for a Brighter Tomorrow

MTA DIPLOMAS

Marine Pilotage	Ship Surveying
Maritime Security	Shipbuilding & Ship Repair
Superyacht Management	Superyacht Refit
Superyacht New Builds	Yacht Brokerage
Superyacht Operations	Yacht & Small Craft Surveying
Ship Superintendency	

SHORT COURSES

Introduction to the Superyacht Industry
Marine Cargo Surveying
Marine Incident Investigation
Maritime Emergency Preparation and Response
Sales & Rigs
Speed and Angle of Blow Assessment (SABA)
Surveying Yacht & Small Craft Engines
Surveying Yacht & Small Craft Systems



Why choose the Maritime Training Academy?

INTERNATIONAL RECOGNITION

Our long established distance learning courses are endorsed by industry associations and our Diplomas are also recognised by the University of Portsmouth.

OUTSTANDING TEACHING

Our study material is written by industry experts, actively working in their specialist fields. We provide outstanding teaching as a result of extensive research and close links within the maritime industry. Our tutors are practising professionals with strong academic and industry backgrounds, with sector-specific skills and practical experience.

WORLD-CLASS LEARNING

The inspiring thing about studying with us is not just what you learn but how you learn. We have taken flexible learning to a whole new level. We will connect you with the things that inspire you, wherever you are and wherever you come from. Providing high quality distance learning enables you to learn in your own time, at home, on-board or wherever you choose. We are not campus based – reading material is supplied for assignments with regular support from your tutor. We'll challenge you, inspire you, stretch your understanding and make you question ideas that you've always taken for granted – it's truly world-class learning.

EXCELLENT SUPPORT AND GUIDANCE

You'll enjoy full support throughout your studies, with module tutors to guide, advise and offer comprehensive feedback on your course work. Support is offered by MTA staff and fellow students at tutorials, or as part of the global community of students who can be reached through online student forums and social media sites.

LATEST INDUSTRY DEVELOPMENTS

With our strong connections within the marine industry all of our courses are continuously updated to keep up to date with industry changes and developments.

VALUE FOR MONEY

We make sure great learning is also great value, so our tuition fees don't just cover high quality education; they also include support from highly experienced and knowledgeable tutors, access to our online forum and job vacancy listings. Studying with us costs less than studying with campus based Universities or the Open University, especially as you won't need to move away or incur extra expenses for accommodation and travel.

LEARN AS YOU EARN

Most Diploma students work full time and study part time. This flexible route to earning a qualification allows you to do as much study as you can, alongside your job. Building your experience and qualifications at the same time also shows employers how committed you are.

CORPORATE PACKAGES

Whatever your company size, we can offer a range of corporate packages, tailored to suit your business needs and training budget.

TAILORMADE TRAINING

Here at MTA we are able to develop bespoke training courses for companies. With our wealth of expertise in the maritime industry we work with many companies providing tailored courses both in-house and at the MTA Centres. We are able to provide a training consultation to identify your needs and after which we develop the programme to meet your objectives.

HOW THE COURSE WORKS

One module is released each consecutive month, from the start date. Each module is uploaded onto our student web portal, allowing students to access the material at any stage during their course. The modules are available in a PDF format and students are able to download or print the material when required. Modules can be completed in any order, provided that all assignments are submitted no later than 6 weeks prior to the examination date.

YOU ARE NEVER ON YOUR OWN

Although you work in your own environment, you'll never be on your own. You'll have the opportunity to meet your fellow students in tutorials, online forums and social networking groups.

FINANCIAL SUPPORT – PAYMENT PLAN

Investing in your own future may be one of the best decisions you will ever make, but finding ways to pay tuition fees can be a challenge. That is why we ensure you have fee support through our interest free payment plan service.

TOOLS REQUIRED FOR STUDY

In order to study with us, you will need a computer with reliable access to the internet.

ENGLISH FOR LEARNING

All study material is composed in English. Therefore, you will need to have a good competency of the English language, in order to ensure you're able to study at higher education level.

DIPLOMA OR CERTIFICATE?

The course modular material is identical for both the Diploma and Certificate, all students are required to complete and pass the student assignments. The Diploma student will also be required to sit a 3 hour written examination once they have completed their assignments.

UNIVERSITY OF PORTSMOUTH

Our Diplomas are recognised by the University of Portsmouth. Therefore students who successfully complete our Diplomas can use them as part of the evidence offered in a portfolio for claiming Accredited Prior Learning (APL), against the University of Portsmouth's partnership programme work based learning degrees.

TUITION OUTSIDE THE UK

Tutorial support will be provided by online forums and email. There may be an opportunity for a face-to-face tutorial meeting depending on the number of students in your area.

FLEXIBLE STUDYING

Our flexible study means that you can vary the pace of study if life gets in the way of learning. It is preferred that you complete the Diploma in 12 months however we can offer a further 6 month extension if required.

STUDY TIME

Each module should take between 10-30 hours to complete with additional time required to complete the student assignments.

Our students past and present

PYA

Camper & Nicholsons International

Y.CO

Simpson Marine

Princess Yachts

Ince & Co

C2C Yachting

Sarnia Yachts

Edmiston

Watkins Yacht Management

Fraser Yachts

Amico and Co

Wentworth Marine

Pendennis

Avantgarde Shipyards

West Coast Marine

Pure Superyacht Refit Management

Equiom Yachting Services

Team Marine

BWA Yachting

Dbeere Yachts

Riviera Asset Management

Aris Drivas Yachting

Northrop & Johnson

Alfa Charter

Bilderlings Wealth

Dohle Yachts

Dominion Marine

El Crew Co

Burgess

Polaris Yachting

Imperial Yachts

Navis Yacht Charter

Reliance Yacht Management

“ It gives you a great base of knowledge upon which to build, and if you want to move up the ranks and become chief stew or purser in the future then it's great to understand things like ISM, ISPS, boat accounts, what goes on within the yard etc... so you can be your captain's right hand (wo/-man!) ”

Erica Lay, Director of El Crew Co

Not all companies can be listed, including a multitude of yachts which are unnamed due to privacy restrictions.

Originally launched in 2004, the Diploma in Superyacht Operations became the first course of its kind to ever enter the Superyacht Industry and its unrivalled success with industry professionals alike has continued to flourish year on year.

IN ASSOCIATION WITH... THE PROFESSIONAL YACHTING ASSOCIATION

Was formed in 1991 with the aim of creating and maintaining a recognised professional status for seagoing members of the yachting industry. The association is a non-profit making organisation, registered in France under the law of 1901 and is not a Trade Union. www.pya.org



Course Director

Jonathan Beckett - Chief Executive at Burgess

Jonathan joined Nigel Burgess in Monaco in 1981 aged 23. He moved to the London office in 1983 and became a partner in 1986. Sadly Nigel Burgess died in 1992 whilst competing in the Vendée Globe single handed non-stop around the world race. Jonathan was appointed as Chief Executive and has since led Burgess to become one of the world's leading superyacht brokerage houses.

ABOUT THE COURSE

The Superyacht Operations Diploma will develop and deepen your knowledge of the Superyacht industry and its onboard operations, which in turn will help you to excel in your career. Whether you work at sea or on land, this course will provide you with essential industry knowledge and skills, giving you a better understanding of how to run a Superyacht with success and efficiency.

Module subjects include chartering, operational management, ISM, ISPS, personnel and interior management along with other essential subjects such as accounting, legal aspects, insurance, repairs and maintenance.

Detailed information on module content is available on pages 8-9.

COURSE STRUCTURE

The course consists of 12 modules. All students are required to successfully complete and pass the module assignments. Diploma students will also be required to sit and pass a final examination.

WHO'S THE COURSE SUITABLE FOR?

Studying the Superyacht Operations Diploma is perfect for captains and senior crew as well as shore based professionals such as, yacht managers, brokers, yacht agents, recruitment consultants, marine lawyers, owners representatives and project managers.



“Excellent course, broadens ones knowledge and understanding of issues within the yachting industry”

Captain Mikulicic

HOW TO ENROL

Register as early as you can for a 1st October 2015 start. The registration period will be kept open until the 31st March 2016. Students can start from the point of enrolment after the 1st October 2015.

COURSE ENQUIRIES

Gemma Humphreys

+44 (0)1252 739771

gemma.humphreys@maritimetrainingacademy.com

ADMISSIONS

+44 (0)1252 732220

info@maritimetrainingacademy.com

COMMENCEMENT DATE

1st October 2015

DURATION

Minimum of 12 months

COURSE COMPLETION DATES

October 2016 and April 2017

COURSE FEES

Diploma - £2,300.00

This covers the 12 modules as pdfs, student assignment marking, examination costs and the issuing of a Diploma.

Certificate - £1,550.00

This includes the 12 modules as pdfs and marking of the student assignments.

Individual Modules

£250 - Module content only.

£400 - Module content, assessment and certification.

PAYMENT PLAN

Payment plan subject to application

INTEREST FREE Payment Plan	Diploma Option	Certificate Option
Total cost	£2,300.00	£1,550.00
34% upon registration	£782.00	£527.00
33% 3 months after registration	£759.00	£511.50
33% 6 months after registration	£759.00	£511.50

VAT will be added at standard UK rate where applicable.

EXAMINATIONS FOR DIPLOMA STUDENTS

Students have two examination dates to choose from.

Dates - October 2016 or April 2017

Venue - UK

Overseas students - For overseas students unable to attend our UK examination centre, alternative arrangements can be made to sit the exam in their country of residence. Any additional fees involved will be the students responsibility.

SYLLABUS

AN INTRODUCTION TO THE SUPERYACHT INDUSTRY

- Historical development over the last fifty years
- Different types and styles of yacht
- The industry today - designers, builders, crews, managers
- The Owners and their requirements
- The role of the yacht manager
- Future Trends

PERSONNEL

- Crew structures and sizes
- The role of the Captain
- Crew character and qualification requirements including STCW
- Recruitment, training and retention
- Career progression
- Contracts of employment, terms and conditions, ships articles
- MCA and qualification requirements

OPERATIONAL MANAGEMENT

- Management Systems
- Authority, policies and standing orders
- Safety management
- Documentation and record keeping
- Personnel
- Risk assessment

INTERIOR MANAGEMENT AND CATERING

- Hospitality management review
- Operating procedures and policies
- Quality management
- Health and safety
- Food and drinks service
- Housekeeping
- Specialist guest service

ACCOUNTING

- Financial Policy
- Bookkeeping
- Accounting, Budgeting and costing
- Cash management
- Internal controls
- Charter accounting
- Auditing, Value Added Tax (VAT)
- Corporate ownership
- Anti money laundering

CHARTERING

- Superyacht chartering
- The Charter Broker Network
- Forms of charter agreement
- Chartering seasons and shows
- Commercial chartering or to defray costs
- Customer relations and fixing a charter
- Managing the charter - crew and guests

REPAIRS AND MAINTENANCE

- Health & safety
- Routine maintenance v condition monitoring
- proper planning
- The owner and the budget
- Enlisting outside help
- Repair/refit facilities and periodic maintenance
- yard tenders and tender evaluation
- Paint maintenance and paint system repairs

LEGAL ASPECTS OF SUPERYACHT MANAGEMENT

- International law and how it works - United Nations, IMO and Flag State
- English law and the English legal system
- The American legal system and the essential difference to English law
- The law of contract - general, charter, new building, employment
- The law of tort - professional negligence
- The law as it relates to Superyachts - UK flag, H&S, private pleasure v commercial, load line, SOLAS, STCW, MARPOL, Tonnage, ISM and ISPS
- The law of marine insurance

SUPERYACHT INSURANCE

- Different types of cover - hull and machinery, protection and indemnity, crew medical, crew personal effects, loss of charter hire etc.
- The different insurance markets available, policy wordings and meanings. The advantages and disadvantages of different wordings and types of cover
- The roles of the insurance broker (producing and placing), the lead underwriter, following underwriters, the underwriting agent, the claims manager, the loss adjuster and the recovery agent
- Managing a superyacht insurance

NEW BUILDING PROJECT MANAGEMENT

- Planning a new build
- Provisional specifications
- Tendering and tender evaluation
- New building contract
- Plan approval
- Site representation
- Trial and acceptance

SECURITY AND ISPS

- Principle of yacht security
- The ISPS Code and how it affects Superyachts
- Security personnel and duties
- Searching and search procedures
- Security Systems
- Owners and guest security ashore
- Superyacht crews
- Piracy and armed robbery

THE INTERNATIONAL SAFETY MANAGEMENT CODE

- What is the ISM Code?
- Key players
- Certification
- Legal and insurance implications
- Practical aspects of the code

TERMS AND CONDITIONS

THE COURSE

Teaching Method Our courses are delivered by distance learning, unless otherwise stated.

Course Duration Commencing October 2015 you have a minimum of 12 months to complete the modules and sit the exam.

COURSE MATERIAL

Course Language Our courses are conducted entirely in English, in verbal and written format.

Delivery of Modules Available online via your secure student login.

Every effort will be made by the organisers to upload the modules monthly but due to unforeseen circumstances they cannot be held liable for any delays.

Presentation The modules provide the basic knowledge for the whole course. Each module is designed to be self-contained. However, we highly recommend that candidates make every effort to increase their knowledge by reference to other sources.

Recommended Reading A reading list will be provided where applicable.

Access You agree not to access the Course Material for any reason other than for your personal use and solely for the purpose of study. You agree not to distribute any part or parts of the Course Material in any medium without MTA's prior written authorisation.

STUDENT ASSIGNMENTS

Student Assignments One submitted with each module. They are a compulsory element of the course and must be completed six weeks prior to the exam.

Self-Assessed Questions Some modules contain self-assessment questions designed to help candidates consolidate their knowledge.

Studying Time We recommend 10 to 30 hours study time per module, with additional time being set aside for completing the student assignments.

TUTOR SUPPORT

Tutorials There will be two tutorial seminars held in **October 2016** and **April 2017**. They are not compulsory but are beneficial and are an excellent opportunity to meet fellow students, the Course Director, authors and tutors.

Tutors & Authors To support you during your studies, tutors and authors are available to help with any questions or technical queries by e-mail and student forums.

ADMINISTRATION

For matters relating to enrolment, payment of fees, change of enrolment details, module mailings etc, contact the Course Manager:

Tel +44 (0)1252 732220

Fax on +44 (0)1252 732221

E-mail: info@maritimetrainingacademy.com

EXAMINATION

Examinations will be held in **October 2016** and **April 2017**.

A 6 month deferral is also available upon application.

Exam Length Three hour written examination.

Sitting Overseas Arrangements can be made for candidates to sit the exam in their country of residence, subject to available support facilities.

Certificate Students who successfully complete the compulsory student assignments, will receive a certificate.

THE MARKING STRUCTURE

Assignments Constitute 27% of the final mark.

Examination Constitutes 73% of the final mark.

Pass Mark For the Diploma written examination is 75%. For the student assignments a minimum mark of 40% is required.

COURSE FEES

Certificate Fee The basic course fee is **£1,550.00**.

This includes the course modules as pdfs and marking of the student assignments.

Diploma Fee For Diploma candidates the fee is **£2,300.00**.

This covers the course modules as pdfs, student assignment marking, examination costs and the issuing of a Diploma.

Printed Modules Fee In addition to the course PDF's, we also offer students the option of purchasing the modules in a hard copy format. Please note, this option is NOT mandatory in order to complete the course. The printed modules option is charged at an additional fee of £300.

Air Courier Fee For an additional fee of £200. Recommended for candidates in areas experiencing problems with their postal system. Other overseas mail will be sent by airmail only.

Extension Fee If you are unable to complete the course in the 18 months allocated from the start date, you can apply for a further 6 months extension for £250.

Re-Registration Fee We offer re-registration onto the course for lapsed students at 50% of the course costs. You will have the opportunity to re-submit any student assignments or carry any existing marks forward into the new academic year to be counted towards your final exam results.

Resit exams You are entitled to re-sit your exam once at a fee of £250.

Not included in the fees Any travel, food or accommodation required.

INTEREST-FREE PAYMENT PLAN

Available to help spread the cost of your study by splitting the course fee into three interest-free payments. Please see our website www.maritimetrainingacademy.com for more information or contact the Account Manager on +44 (0)1252 732220.

PAYMENT METHODS

Payment Payment must be made upon application by cheque, bank transfer or credit card. Fees will be refunded in full should applications be declined.

Cheque Made payable to MPI Group.

Bank Transfer MPI Group bank account at:
National Westminster Bank, 19 Shaftesbury Avenue, London, W1A 4QQ, UK
Account No. 06532381 Sort Code: 56-00-29

Credit Card Include number, card type, issue and expiry dates, security code and address of the card holder.

Discounts Available for group registrations. Please contact MTA for details. Tel: +44 (0)1252 732220 or info@maritimetrainingacademy.com

VAT will be added at standard UK rate where applicable. Please contact us for details.

Reclaim Companies outside the UK may be entitled to reclaim VAT and need to contact their local tax authorities.

CANCELLATION POLICY

Cancellations can only be made in writing before the start date of the course. Course fees less an administrative charge of £500.00 will be refunded. After the start of a course the student becomes liable for all course fees due.

Course content is subject to change at the discretion of the Course Director.

DATA PROTECTION

We record your personal information when you contact us and use this to manage registration, study, examination and other services. When you register, we'll tell you more about how we process and use your personal information.



HOW TO ENROL

Complete the application form and send with your payment for the Course to:
MTA, Peel House, Upper South View, Farnham, Surrey, GU9 7JN England.

CONTACT US

Course Enquiries

Gemma Humphreys

+44 (0)1252 739771

gemma.humphreys@maritimetrainingacademy.com

Admissions

+44 (0)1252 732220

info@maritimetrainingacademy.com

APPLICATION FOR ENROLMENT



Please complete in black ink and CAPITAL letters

PERSONAL DETAILS		
Title:	Forename:	Surname:
Sex: M/F	Date of Birth:	Nationality:
Country of Permanent Residence:		PYA Membership N°:
EDUCATION/EXPERIENCE		
Company/Employer:		Your Position:
How many years industry experience?		Please attach a copy of your CV

COURSE SELECTION & FEES		
I am taking the following course:	Diploma £2,300.00 (Please Tick)	Certificate £1,550.00 (Please Tick)
Marine Pilotage	☐	☐
Maritime Security	☐	☐
Ship Building and Ship Repair	☐	☐
Ship Superintendency	☐	☐
Ship Surveying	☐	☐
Superyacht Management	☐	☐
Superyacht New Builds	☐	☐
Superyacht Operations	☐	☐
Superyacht Refits	☐	☐
Yacht Brokerage	☐	☐
Yacht & Small Craft Surveying	☐	☐
Optional fees:		
Printed modules option (in addition to PDF's already included within the course fee) priced at £300.00 ☐		
Courier service priced at £200.00 ☐		
VAT (to be charged at standard UK rate of 20% where applicable) =		
TOTAL		£

HOW DID YOU HEAR ABOUT THE COURSE (please state)			
1. Publication		4. Word of mouth	
2. Event		5. Institute: PYA, MYBA or other	
3. Website link		6. Other	

APPLICATION FOR ENROLMENT continued

CORRESPONDENCE ADDRESS:

	Post Code:
Tel No:	Fax No:
Email:	Mobile:

BILLING ADDRESS (If different from correspondence address):

	Post Code:
VAT number (If applicable):	
Tel No:	Fax No:
E-mail:	Mobile:

PAYMENT Choose one of the following payment options

OPTION 1	☐ I am paying in full by:		
☐	I enclose a cheque for:	£	Made payable to MPI Group (Cheques must be in pounds sterling and drawn on a British bank)
☐	I am making a payment directly to the MPI Group bank account at:	MPI Group, National Westminster Bank Plc, 19 Shaftesbury Avenue, London, W1A 4QQ, UK Account No: 06532381 Sort Code: 56-00-29 Swift Code: NWBK GB2L IBAN: GB35 NWBK 5600 2906 5323 81	
☐	Credit/Debit Card (tick one)	Visa ☐ Mastercard ☐ American Express ☐	
	Card Number:	Expiry Date:	Valid Date:
	Name of Card Holder:	3 Digit Security code:	
	Billing Address of Card Holder (If different to application)		
OPTION 2	☐ I am paying by instalments. Please see signed payment plan attached.		

DECLARATION

I confirm that the statements made by me on this form are correct. I agree to abide by the course terms and conditions:

Signed:	Dated:
Data Protection: <i>We would like to keep you informed of MPI Group's products and services and may also from time to time make your details available to carefully screened companies who may be of interest to you. However, if you specifically do not wish your details to be used, please tick here</i> ☐	

Please return this form to: MTA, Peel House, Upper South View, Farnham, Surrey GU9 7JN

Tel: +44 (0)1252 732220 | Fax: +44 (0)1252 732221 | Email: info@maritimetrainingacademy.com