

2015/16



DIPLOMA IN
Superyacht
MANAGEMENT

Supported by





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, tailor made 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
Y.CO
Simpson Marine
Princess Yachts
Camper & Nicholsons International
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

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

Our Superyacht Management Diploma has been specifically developed for yacht management professionals looking to increase their expertise and excel in their career.



Course Director

Alan Dale - Fleet Manager, Burgess

As Ship's Technical Services Manager, Alan was involved in a number of the ship's refurbishment projects. In 1997 Alan joined the Cunard ISM project team as Technical Adviser. After the implementation of the ISM code Alan felt it was time for a change and subsequently joined Nigel Burgess Ltd (NBL) in January 1998.

ABOUT THE COURSE

As a progression from our successful Diploma in Superyacht Operations, the Diploma in Superyacht Management has been developed. This course is specifically designed to cover the specialist knowledge required by those currently working in or making the transition to, the yacht management sector or its divisions. This course will teach you the essential elements of yacht management on a day to day basis. With this Diploma you will develop your knowledge of the superyacht industry from a yacht management perspective, enabling you to fulfil your job role to its maximum potential with greatest efficiency.

Module subjects include ownership structures, personnel, logistics and safety management along with other essentials such as technical management, insurance, budgeting and charter management.

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 Diploma in Superyacht Management is particularly aimed at yacht managers, technical managers, charter managers, DPA's and also captains and senior crew looking to make the transition to a shore based support role.



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

INTRODUCTION TO THE SUPERYACHT INDUSTRY

- Introduction to the Superyacht Industry
- Defining a superyacht
- Historical development
- Where we are today
- Different parts of the industry
- An overview of superyacht management

MANAGEMENT OF SAFETY

- Applicable regulations
- SOLAS, ISM and LY2/3
- Passenger Yacht Code 13-36
- Crew function
- Managing the owner's expectations

EMERGENCY PREPARATION AND RESPONSE

- Preparation and planning
- Communication
- Emergency organisation
- Training and drills
- Media management

OWNERSHIP STRUCTURES

- Different types of ownership structures
- Offshore jurisdictions
- Reasons for using a corporate structure

LOGISTICS OF SUPERYACHT MANAGEMENT

- The main cruising areas
- The out of season lay up areas
- Critical equipment
- Food and beverage
- Crew transport
- Guest transport

BUDGETS AND ACCOUNTING

- Financial policy
- Bookkeeping
- Accounting
- Budgeting
- Costing
- Cash management
- Internal controls
- Charter accounting and the APA
- Auditing
- VAT

MANAGEMENT OF SECURITY

- SOLAS and ISPS
- Physical security
- Close protection
- Firearms

INSURANCE

- Different types of insurance required by a superyacht
- H&M
- P&I
- Crew medical
- The role of the insurance broker
- Importance of communication and honesty
- Actions in the event of a claim

TECHNICAL MANAGEMENT

- Machinery
- Paint
- Interior
- Tenders and toys
- Routine maintenance and refit
- Flag State and Class inspections

PERSONNEL - RECRUITMENT, INDUCTION, MOTIVATION, TRAINING AND RETENTION

- Superyacht sizes and the impact on crew
- Maritime Labour Convention
- Recruitment and career development
- Qualifications

ESSENTIAL LAW

- Introduction to English Law
- International Maritime Law
- The Flag State and the Port State
- Shipboard documentation

MANAGING FOR CHARTER

- Be prepared
- Managing guest expectations
- Safety and security
- Privacy
- Drugs, alcohol and firearms

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 PDFs, 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.

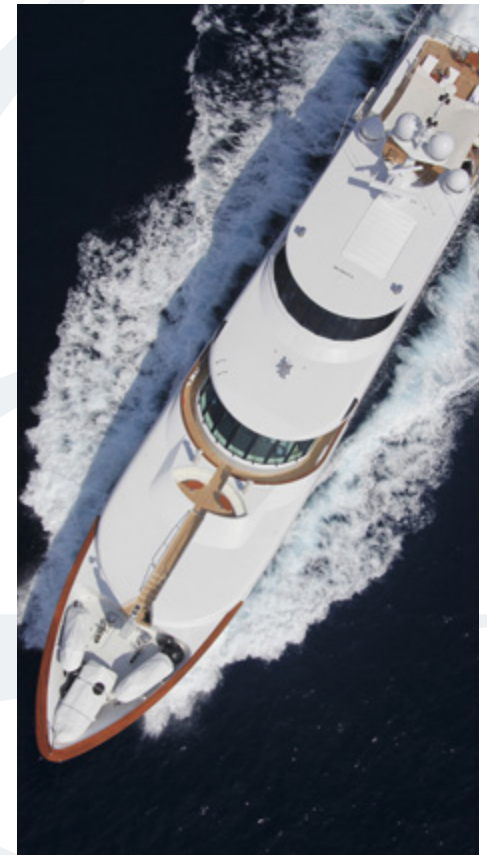
CANCELLATION POLICY

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	<input type="checkbox"/>	<input type="checkbox"/>
Maritime Security	<input type="checkbox"/>	<input type="checkbox"/>
Ship Building and Ship Repair	<input type="checkbox"/>	<input type="checkbox"/>
Ship Superintendency	<input type="checkbox"/>	<input type="checkbox"/>
Ship Surveying	<input type="checkbox"/>	<input type="checkbox"/>
Superyacht Management	<input type="checkbox"/>	<input type="checkbox"/>
Superyacht New Builds	<input type="checkbox"/>	<input type="checkbox"/>
Superyacht Operations	<input type="checkbox"/>	<input type="checkbox"/>
Superyacht Refits	<input type="checkbox"/>	<input type="checkbox"/>
Yacht Brokerage	<input type="checkbox"/>	<input type="checkbox"/>
Yacht & Small Craft Surveying	<input type="checkbox"/>	<input type="checkbox"/>
Optional fees:		
Printed modules option (in addition to PDF's already included within the course fee) priced at £300.00 <input type="checkbox"/>		
Courier service priced at £200.00 <input type="checkbox"/>		
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	<input type="checkbox"/> I am paying in full by:			
<input type="checkbox"/>	I enclose a cheque for:	£	Made payable to MPI Group (Cheques must be in pounds sterling and drawn on a British bank)	
<input type="checkbox"/>	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		
<input type="checkbox"/>	Credit/Debit Card (tick one)	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	American Express <input type="checkbox"/>
	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	<input type="checkbox"/> 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:

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

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