

Pre-enrolment Summary of Sea Service & Experience

Introduction

To be eligible for the award of a Statement of Attainment, Certificate of Competency and a Marine Licence you are required to be able to demonstrate a level of skill and knowledge that traditionally takes up 12 to 24 months of sea-service depending on the licence sought.

Instructions to candidates

To assist your Registered Training Organisation (RTO) to work with you in establishing an individualised learning program it is important that your assessor has an understanding of your current level of sea service and experience.

The following tables and pages will help you to summarise the amount of sea-service you have undertaken. Take the time to carefully complete the information where relevant. Where possible attach or present to your instructor forms of evidence verifying your experience and / or qualifications.

When using the Sea Service summary table, each entry should represent a block of time served on one vessel, and should be signed by the Master of that vessel, or any other person in a supervisory role who can verify your period of service.

The tables to complete where relevant are —

- a) Vessel details: for each vessel that you are claiming sea-service onboard
- b) Where possible a supervisor has signed off on this sea-service
- c) Signing Supervisor Details: The required details of the signing supervisor are recorded
- d) Provide copies of any relevant documentation that can verify your sea service (e.g. Record of Sea Service book)
- e) Qualification summary - certain non-traditional, but relevant experiences may be credited towards sea-service. For example:
 - Experience in non-marine engineering or similar trade, i.e.: car mechanic, etc,
 - Experience on recreational vessels, i.e.: operating a powerboat, crewing on racing yachts, ocean cruising or racing, etc.
 - Experience as hospitality staff, scientists, divers, special personnel, military staff, hydrographers, etc. serving onboard a vessel.

Sea-service and course structure

Your RTO assessor will review your submission and work with you to develop a course that will give you the best opportunity to gain competency for your qualification and Marine Licence or Certificate of Competency.

Your course will be structured to provide you an opportunity to learn a progression of skills that will assist you in becoming a safe, professional member of crew on board a vessel.

Copy additional pages where needed

Candidate Contact Details

Course: _____

Name: _____

Date of Birth: _____

Physical Address: _____

Postal Address: _____

Email: _____

Work Phone: _____

Home Phone: _____

Mobile: _____

Details of attached documentation _____

Candidate Signature: _____ Date: ____ / ____ / ____

*Pursuant to the **Transport Operations (Marine Safety) Act 1994** s205, it is an offence to provide false or misleading information.*

For RTO Staff Only

Course Duration Recommendation: _____

RPL Recommendation: _____

Comments: _____

Submission Reviewed by:

Name: _____ Signature: _____

Position: _____ Date: ____ / ____ / ____

Vessel Details		
Name of vessel	Registration Number	
Type of vessel (description / class)		
Length	Max. speed	Service speed

NAVIGATION EQUIPMENT CARRIED — state type / model

Compass _____

Radio (VHF) _____

Radio (HF or other) _____

Auto Pilot _____

Radar _____

Sounder _____

GPS _____

Plotter _____

ARPA / MARPA _____

ECDIS _____

Other _____

Nature of Operations _____

Main operating location of this vessel _____

Other operating areas _____

Voyages beyond sheltered waters _____

Position on the vessel _____

Duties you were employed for _____

Briefly describe any other activities you experienced on this vessel _____

% of time spent on hospitality / recreational activities _____

Period of service claimed (months/days) _____

ENGINE DETAILS

Main Engine/s

Auxiliary

ManufacturerNo. of cylinders Power rating (kW)RPM (working)Stroke

ENGINEERING SYSTEMS - provide a brief description of the following

Fuel systemLubrication systemPropulsion / transmission systemSteering systemRefrigeration system Bilge pumping system

ENGINEERING DUTIES — briefly describe the engineering duties you performed onboard

Prior to departureDuring the voyageAt completion of the voyage

Engineering maintenance - briefly describe the maintenance duties you performed

Routine maintenanceBreakdown maintenanceSlipway maintenanceOtherOther duties performed on board

Supervisors Details

Name:	Position:
Vessel/s:	
Contact address:	
Phone:	Mobile:
Fax:	Email:
Qualification/s held:	State of issue and #:
Other details:	
Signature:	Initial:

Name:	Position:
Vessel/s:	
Contact address:	
Phone:	Mobile:
Fax:	Email:
Qualification/s held:	State of issue and #:
Other details:	
Signature:	Initial:

Name:	Position:
Vessel/s:	
Contact address:	
Phone:	Mobile:
Fax:	Email:
Qualification/s held:	State of issue and #:
Other details:	
Signature:	Initial:

Summary of Trade or other Qualifications

Copies of qualifications attached Yes No

Summary of Sea-Service

Vessel Name and Class	Employed:		Period of service claimed	Summary of voyage and operations	Supervisor's name and signature	Records provided
	From	To				
<u>EXAMPLE</u> SV Swanship 20 metres Class 1 D	12/01/06	18/04/06	3 months	Working as deckhand on charter boat operating in Southerly Quays Harbour. Carrying up to 20 passengers per trip (4 hours duration) - 1 trip per day, 1 per night.	Mitchell Janis <i>Mitchell Janis</i>	Copy of ship's log & Sea time record book