



Matterson Marine Pty Ltd
(Queensland Marine Training Services)
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ENROLLING WITH QUEENSLAND MARINE TRAINING SERVICES

Queensland Marine Training Services provides competency based training and assessing to the maritime industry throughout South East Queensland.

For all courses excepting Elements of Shipboard Safety our enrolment process includes developing a training plan which details the subjects you are being enrolled into, the method of study (workplace traineeship / open learning / classroom or a blended model) and an expected completion date – this is done by either face to face or telephone interview or receipt of the documents listed below.

As part of our training you **will be required** to complete an Industry Task Book for the licence you wish to obtain. This task book forms an important cornerstone of the evidence we collect to assess your competency and is a legal document that may also assist in reducing the sea-time you require for an open licence.

In order to progress your enrolment please send the following to us:

Form	Tick
QMTS Personal Details Form	<input type="checkbox"/>
QMTS Enrolment Form	<input type="checkbox"/>
MSQ Sea Service Form for use by RTO's (Not required for Elements of Shipboard Safety)	<input type="checkbox"/>
Vessel Details Forms	<input type="checkbox"/>
2 x Passport sized photographs	<input type="checkbox"/>

Once your enrolment application has been assessed you will be informed of your acceptance into a course by way of a letter detailing your study program.

Yours sincerely,

Richard Matterson

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Managing Director
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