

**paradigm**  
TRAINING GROUP

RTO No. 41059

*Developing you!*

**MAR30918**

**Certificate III in Maritime Operations**  
(Master up to 24m Near Coastal)



NATIONALLY RECOGNISED  
TRAINING



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version 4.0

Delivering nationally accredited qualifications

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## 01 MAR30918 - Certificate III in Maritime Operations (Master up to 24 Metres Near Coastal)

### Are you looking to operate a commercial vessel up to 24 Metres?

Master up to 24 qualification and license holders are qualified to command:

- Yachts
- Tourist boats
- Water taxi's
- Ferries
- Work barges
- Jet boats
- Parasailing boats
- Other commercial vessels.

The Certificate III in Maritime Operations (*Master up to 24 Near Coastal*) qualification is currently cited as meeting some of the requirements for certification as a 'Master 24 Near Coastal' as defined by the National Standard for Commercial Vessels (*NSCV*) Part D ([Click for Link](#)).

The Master up to 24 Near Coastal certificate/license is issued by the Australian Maritime Safety Authority (*AMSA*).

## 02 Course Overview

The Certificate III in Maritime Operations (Master up to 24 Metres Near Coastal) reflects the role of individuals who command a marine vessel:

- Up to 24 metres in length, within the Exclusive Economic Zone (EEZ)
- Act as Chief Mate or Deck Watchkeeper on vessels up to 35 metres within the EEZ.
- Act as Chief Mate or Deck Watchkeeper on a vessel up to 80 Metres within shore waters.



## 03 Course Delivery

This qualification is offered over a 12 month period through a blended delivery model of face-to-face and online training and assessment. The course can be completed prior to the 12 month period, however this is based on a student's current level of knowledge and experience.



### 03.1 Face-to-Face

The face-to-face component of this course is delivered over an 8 day workshop. During the eight days you will complete training with, formative and summative assessment activities in the following environments:

- Classroom
- On board Paradigm Training Group vessels ranging from 5 to 18 Metres
- Fire fighting simulations
- Safety at sea drills in sheltered waters

Prior to commencement of the face-to-face component of the course, online pre-learning and formative assessment activities must be completed. You will have online support from their trainer and assessor throughout the duration of the course.

Please note: if you are able to supply evidence of holding a current **HLTAID003** Provide First Aid certificate you will only need to attend seven of the eight days.

You are welcome to attend more than one face-to-face workshop during the 12 month program if you would like extra learning or if the trainer and assessor has identified that you need extra time in order to gain competence. Extra workshops incur no further costs and are included in your original course fee/s.



### 03.2 Online

Online activities consist of:

- Multiple choice and other formative assessment questions
- Reading learning materials
- Reviewing slideshows and videos
- Video, email, text and phone conversations with Trainers and Assessors



## 04 Entry Requirements

While there are no formal entry requirements, due to AMSA licensing rules, you should be at least 16 years of age and ideally have a minimum of year 10 English and Mathematics.

There are however, requirements for you to have sound Language, Literacy and Numeracy (LLN) skills appropriate for this qualification and basic technology skills, as the formative assessments are conducted online. To this end, you will be required to undertake an LLN assessment.

Please Note: Please be aware that in order to gain an AMSA Certification/license there are further evidence requirements as outlined in section 13 - "Licensing Overview"

## 05 Applying for Enrolment

To apply for enrolment into this qualification please complete, sign and date the enrolment form - ([CLICK FOR LINK](#))

A member of our administration team will confirm your booking subject to receipt of your course payment.



## 06 Course Resources

You will need a computer or tablet with internet access for the online components of this program.

### NOTE:

The following resources are not included in the course fee and must be purchased or provided separately.



### 06.1 Learner Resources

"Australian Boating Manual" - **Cpt. Dick Gandy**.  
Available in hard copy (can be purchased through **PTG**).



### 06.2 Navigation

- Navigation instruments for chart work (*Compass set, rolling or parallel rulers, protractor, calculator, 2B pencils, soft white eraser*).
- "**AUS 252**" - Whitsundays chart.



### 06.3 Fire Training

- Long pants, long sleeved shirt and closed shoes **MUST** be worn.
- Personal Protective Equipment (**PPE**) will be provided by **PTG** - Eye protection, gloves *et cetera*



### 06.4 Safety at Sea Training

- Swimwear, towel, sunscreen **MUST** be worn for "Safety at Sea" units.



### 06.5 Vessel Handling

- Students **MUST** wear appropriate clothing and enclosed footwear must be worn at all times while on training vessels.

## 07 Qualification

In order to successfully complete this qualification and gain your Certificate III in Maritime Operations (Master up to 24 Meters Near Coastal), you must demonstrate competency in all unit knowledge and skill requirements.

If you are unable to demonstrate competence in any of your unit activities or during the eight day face-to-face workshop, you will be invited to attend further workshops where you will be provided with support and further opportunities, for practice and to demonstrate the required competency/s.

## 08 Qualification Pathways

Pathways you may take from this qualification include:

- **MAR30818** - Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)
- **MAR40618** - Certificate IV in Maritime Operations (Master up to 24 Metres Near Coastal)

## 09 Learning Support

Where your current Language, Literacy and Numeracy (LLN) levels cannot be identified through evidence of previous studies, you are required to complete an LLN assessment as part of the enrolment process, and prior to commencement of this program.

The LLN assessment will assist you to determine your current skill levels against the skills required to complete the competencies that make up this qualification.

If your results fall just below the required skill levels for this qualification, you will be interviewed by an LLN qualified assessor to identify the level of support you require to successfully complete this program of study. A learning plan will be developed to identify opportunities for support and where practicable, to ensure the learner is able to actively participate in this program.

If your results fall far below the required skill levels for this qualification, you will be interviewed by an LLN qualified assessor to identify the level of support you require. You may be referred to an external LLN specialist for Foundation Skills Training.

Please click [here](#) to access the LLN assessment (Quiz).

## 10 Employability Skills

This qualification contains the following employability skills:

- Communication
- **Teamwork**
- Problem-solving
- **Initiative and enterprise**
- Planning and organising
- **Self-management**
- Learning and technology.

## 11 Credit Transfer and Recognition of Prior Learning



### 11.1 Credit Transfer

If you have completed any single or multiple units in this qualification and can provide evidence in the form of a certificate and transcript issued by a Registered Training Organisation (RTO) or educational body, you may be eligible for credit transfer. You should consult with PTG for advice on this process.



### 11.2 Recognition of Prior Learning (RPL)

RPL recognises your existing experience gained through life or work for which you may not have obtained a formal qualification.

If you are able to supply valid, sufficient, current and authentic evidence of having the skills and knowledge required for any or all of the required units for this qualification, you may be eligible for RPL and should consult with PTG for advice on this process.

## 12 Units of Competency

*This qualification is made up of 15 units of competency :*

|                  |   |
|------------------|---|
| BSBFLM303        | Contribute to effective workplace relationships                                 |
| <b>HLTAID003</b> | <b>Provide first aid</b>  |
| MARB029          | Perform routine maintenance on a vessel up to 24 metres                         |
| <b>MARB030</b>   | <b>Slip or dock a vessel and maintain hull on a vessel up to 80 metres</b>      |
| MARF027          | Apply basic survival skills in the event of vessel abandonment                  |
| <b>MARF028</b>   | <b>Follow procedures to minimize and fight fires on board a vessel</b>          |
| MARF029          | Meet work health and safety requirements  |
| <b>MARF030</b>   | <b>Survive at sea using survival craft</b>                                      |
| MARH015          | Manage and maintain a navigational watch on board vessels up to 80 metres       |
| <b>MARH016</b>   | <b>Plan and navigate a passage for a vessel up to 80 metres</b>                 |
| MARH017          | Use wheelhouse equipment for safe navigation                                    |
| <b>MARI004</b>   | <b>Observe regulations to ensure safe operation of a vessel up to 80 metres</b> |
| MARJ007          | Monitor environmental management on a vessel                                    |
| <b>MARK008</b>   | <b>Manoeuvre a vessel up to 24 metres within Near Coastal waters</b>            |
| MARN009          | Perform seamanship operations on board a vessel up to 24 metres                 |



## 13 Licensing Overview

The Master up to 24 Metres Near Coastal Certificate of Competence is issued by Australian Maritime Safety Authority (**AMSA**).

In addition to your successful completion of the **MAR30918** - Certificate III in Maritime Operations (Master up to 24 Metres Near Coastal) with **PTG**, to successfully gain your Master up to 24 Metres License you will also need to:

1. Obtain qualifying sea service and complete an (AMSA) approved task book or qualifying sea service,
  - 120 days of sea service in the 5 years before the application working on board commercial vessels over 7.5m long with a completed task book, OR
  - 600 days of sea service, of which
    - At least half must be accrued on vessels over 7.5m, and
    - At least half must be accrued on commercial vessels, and
    - Up to half may be accrued on recreational vessels over 5m long
  - The applicant must have accrued the qualifying sea service while working in a deck, or deck and engineering, capacity on board
  - For qualifying sea service:
    - At least half must be seaward of sheltered waters, or
    - The applicant may be issued with a master up to 24 Metres Near Coastal restricted to sheltered waters
2. Complete an **AMSA** Mandated Practical Assessment, **AMSA** final assessment (see section 14)
3. Complete an appropriate radio certificate of proficiency (LROCP or AWQ)
4. Complete a **HLTAID003** - Provide First Aid course and supply your certificate
5. Complete an eye sight test Certificate **AMSA** document 542 (*Colour blindness*) ([Click for Link](#))
6. Complete certificate of competency application **AMSA** form 426 ([Click for Link](#)) and if necessary
7. Complete a Certificate of Medical Fitness for a Marine Qualification on **AMSA** document 559 where applicable ([Click for Link](#))

People seeking licensing certification should read Part D of the National Standard for Commercial Vessels for licensing and sea service requirements ([Click for Link](#)).

## 14 AMSA Mandated Practical Assessment (**AMPA**)

As of 1st July 2018 the AMSA final assessment (AMSA orals) were replaced by the AMSA Maritime Practical Assessment (AMPA) final assessment.

The AMPA was designed to replace the oral examination process with a practical approach to licensing assessment. The purpose of the AMPA is to assess an individual's competency against the performance requirements of a specific AMSA license outcome.

The AMPA is delivered by Paradigm Training Group (PTG) in accordance with AMSA regulations to allow students to successfully complete their AMSA final assessment and gain their low complexity interim certificate of competency (Interim license) prior to submitting the required licencing evidence to AMSA for processing.

### 14.1 How do you Complete the **AMPA**?

There are two ways to complete the **AMPA**:

01

If you are a new Paradigm learner enrolling into a Maritime qualification previous to 1st July 2018 and have selected the option to complete an AMPA, you will have the opportunity to do so as part of your eight day maritime training and assessment workshop. (Please note, the eight days are a minimum requirement, see section 02).

02

If you have previously completed a maritime qualification with another RTO or more than 12 months prior to the 1st of July 2018, and would like to complete an AMPA for Coxswain Grades 2 or 1 the following will apply:

- A. Attend a maritime training and assessment workshop for a minimum of two days, where you will be assessed against the required competencies. If during the initial assessment you are found to be 'Not Yet Competent', you will have the opportunity to;
- B. Remain for the rest of the workshop and continue your assessment until found competent
- C. Book in to a later workshop and be re-assessed

For more information regarding the AMPA [\[click here\]](#)



## 15 Low Complexity Interim Certificate of Competency (ICoC)

The ICoC is a 60 day interim license issued by PTG to seafarers who have successfully completed their licensing requirements as outlined in section 12.

To complete your ICoC you are required to book an appointment with PTG where your documents listed at section 13 will be checked and verified.

Please contact 1300 16 16 40 or [info@paradigmtraining.edu.au](mailto:info@paradigmtraining.edu.au) to book an appointment.

Please visit the AMSA website for further information on AMSA Licenses, AMPA's and ICoCs. ([Click for Link](#))

## 16 PTG Facilities

**PTG** Classrooms are located in Southport, on the **Gold Coast**, for convenient access to vessels during the face-to-face training and assessment workshops



## 17 PTG Vessels

PTG vessels range from Jet Skis, 5m Runabouts, 8m Ribb. and 12m to 20m Cats.

## 18 Course Fees

**Course Fee \$3, 995.00**

\$1,500.00 is payable upon enrolment and prior to accessing the student online platform. The remaining \$2,495.00 is payable prior to the eight day practical workshop or once 50% of the course has been completed, whichever occurs first.

For information on PTG payment plans or possible funding options, contact us on 1300 161 640.

## 19 Licensing Fees

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### 19.1 AMPA Fee

AMPA Fee \$500.00

\$500.00 is payable upon enrolment for those wishing to undertake the AMSA Mandated Practical Assessment (AMPA) and gain a low complexity interim certificate of competency (ICoC).



### 19.2 ICoC Fees

ICoC Fees - \$100.00

Where the AMPA application fee has been paid (\$500.00 as above) the ICoC fee is included. Where the AMPA fee was not paid as part of an enrolment process, the ICoC fee payable is \$100.00 upon booking your ICoC appointment with PTG.

Please note that the ICoC licensing fees are separate to course fees and are not subject to PTG's refund policy. For further information on the AMPA and refunds, please call PTG on 1300 161 640

## 20 Terms and Conditions

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By signing the Paradigm Training Group enrolment form you are declaring you understand PTG's terms and conditions, your rights and obligations under this agreement.

PTG policies and procedures, costs, timetables, course content and delivery may change without notice. All applicants are required to read our terms and conditions.