



# Seafood & Maritime Training Qualifications and Course Book



## Contents

Introduction to Seafood & Maritime Training .....	3
<b>Information for Clients</b> .....	4
SMT Course Information .....	14
<b>Coxswain Deck</b> .....	14
<b>Coxswain Engineering</b> .....	16
<b>Coxswain Navigation</b> .....	18
<b>Deck Machinery &amp; Lifting Appliances</b> .....	19
<b>Elements of Shipboard Safety</b> .....	21
<b>Long Range Operators Certificate of Proficiency</b> .....	22
<b>First Aid</b> .....	24
<b>Forklift</b> .....	25
<b>Wader Safety</b> .....	26
<b>Aquaculture Diver Skill Set</b> .....	27
<b>Dive Supervisor Skill Set</b> .....	29
<b>MAR10418 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal)</b> .....	30
<b>MAR20321 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)</b> .....	34
<b>MAR20421 Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal)</b> .	38
<b>MAR30921 Certificate III in Maritime Operations (Master up to 24m Near Coastal)</b> .....	41
<b>MAR40320 Certificate IV in Maritime Operations (Master up to 45m Near Coastal)</b> .....	45
<b>MAR30821 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)</b>	49
Traineeship Courses .....	52
<b>Biosecurity and Induction</b> .....	52
<b>Workplace Health &amp; Safety</b> .....	54
<b>Husbandry and Production Course (Finfish/Shellfish)</b> .....	55
Qualification Information .....	57
<b>SFI30119 Certificate III in Aquaculture</b> .....	57
<b>SFI40119 Certificate IV in Aquaculture</b> .....	61
<b>SFI30319 Certificate III in Seafood Post Harvest Operations</b> .....	63



# Introduction to Seafood & Maritime Training

Seafood & Maritime Training (SMT) is a registered training organisation (National Provider Code 7074) and provides nationally accredited training and assessment from the National Seafood Training Package (SFI) and the Maritime Training Package (MAR).

Most of SMT's training is conducted at its Hobart Training Centre at Salamanca, however courses are also offered each year in St Helens, Smithton and Strahan. Training is conducted in other regions where there is a clear industry demand.

Seafood and Maritime Training (SMT) also known as Seafood Training Tasmania (STT) was established in 1986 by the Tasmanian Seafood Industry to make sure that the seafood and maritime industries' training needs were met with the right training at the right time and in the right location. SMT is a not-for-profit registered training organisation and is managed by a board whose members represent the sectors of the Tasmanian seafood industry.

# Information for Clients

## Access and Equity

Seafood & Maritime Training (SMT) endorses the national strategy for access and equity by incorporating the principles of equity into all programs. Clients have access to all programs irrespective of their gender, culture, linguistic background, race, socio-economic background or disability. Admission procedures are free from discrimination and if an individual does not meet entry requirements every effort will be made to assist them to identify alternative courses of action.

## AMSA Mandated Practical Assessment (AMPA) and Interim Certificate of Competency (ICoC)

An AMPA is an AMSA Mandated Practical Assessment which has become a requirement by AMSA for participants who complete any Maritime courses.

As part of its assessment process, SMT will complete an AMPA on each participant for the units completed whilst completing their Maritime Course, no extra requirements will be imposed on the participant. The completed AMPA will be submitted to AMSA with your completed AMSA application paperwork when applying for a CoC.

SMT can issue an Interim Certificate of Competency (ICoC) to participants who have successfully completed all the training and assessment requirements of their qualification, met the sea time requirements of AMSA and once all fees are paid. Within 7 days of an ICoC being issued, SMT will lodge all completed paperwork to AMSA on your behalf.

Please note that an ICoC cannot be issued for Engineering Endorsement applications.

More information about the AMPA, AMSA application and documentation required can be found on the AMSA website [www.amsa.gov.au](http://www.amsa.gov.au) or from the SMT admin staff.

## Appeals process

A fair and impartial process for appealing against an assessment decision is always available to clients. If an SMT client wishes to appeal their assessment result, a request outlining the reason(s) for the appeal can be lodged with the CEO. A review of the assessment will be initiated in a timely manner and a re-assessment by another assessor may be arranged. Clients will be given the opportunity to formally present their case and will be given a copy of the outcomes of the appeal in writing.

### **Assistance with learning**

SMT provides clients with assistance in learning, including support with reading, writing and arithmetic. This may include support during training and assessment activities; assistance with written assessment activities; and assisting clients to access support from specialist support and training organisations. Clients are given the opportunity to identify any needs at enrolment and to seek assistance from their trainer or any other member of staff throughout their training.

### **Class Hours**

All classes commence at 9.00am and conclude by 5.00pm unless otherwise advised.

### **Complaint's process**

Any client (course participant / trainee / employer) who has a complaint is encouraged to:

- firstly, discuss the matter with their Trainer/Assessor if that does not resolve the issue
- contact the CEO at SMT to arrange a meeting to discuss the matter

SMT will endeavour to broker a solution between conflicting parties in a timely manner (within 10 working days, if possible, but no more than 60 days). If this fails, then an external mediator will be requested to arbitrate. SMT will deal with clients' complaints in a fair and equitable manner. Clients will be given the opportunity to formally present their case and will be given a copy of the outcomes of the complaint in writing.

If the above actions are not successful or if the complaint relates to a registered training contract, then the clients should contact Skills Tasmania.

### **Computer Access**

Computers with internet access are available to assist clients with their learning. SMT's Internet Usage Policy is displayed in all computer rooms and contains detailed conditions for the use of SMT computers.

### **Course and Qualification Completion Times and Re-Assessments**

All SMT courses must be completed within 12 months of enrolment. All Certificate I, II, III, IV & Diploma qualifications must be completed within 24 months of enrolment.

Where a student is not able to be assessed competent within the normal time allocated for a course/qualification, SMT will offer additional training, extra tuition and provide opportunities to be

reassessed for a period of a minimum of 6 months after scheduled completion. No additional fees will be charged for this service.

Where a participant is deemed Not Satisfactory in an assessment, the participant will be given 2 attempts within the timeframe of the course and 1 more attempt will be available for them on the next course.

If the participant continues to be Not Satisfactory, the participant will need to re-enrol for the full course at no extra cost. If a participant decides not to go any further with the course and will be exiting the program, a Not Yet Competent result will be recorded. SMT does not charge for replacement certificates.

### **Course Evaluation (Learner Surveys)**

Clients will be requested to complete confidential evaluation forms at the end of a course. Collection of this information is a requirement of the State and Commonwealth Governments.

### **Course schedule and fees**

The latest course schedule and fees are available from SMT and can be viewed at [www.smt.edu.au](http://www.smt.edu.au)

### **Enquiries and Enrolments**

SMT staff are available during normal business hours (9am – 5pm, Monday - Friday) to answer any questions about qualifications, courses, or other services or to assist with enrolments.

Enrolments will only be accepted if accompanied by deposit or an authorised Purchase Order unless prior arrangements are made with SMT. All course fees and, where applicable, licence fees, must be paid before the commencement of the qualification or course (see [B] below for fees above \$1500).

Enrolling into any of our courses can be done in person at SMT or online at [www.smt.edu.au](http://www.smt.edu.au)

### **Fees, Refunds and Discounts**

The fees and charges for the courses and qualifications offered by SMT are listed on SMT's Course Schedule and Fees available from the SMT office or on our website.

Qualifications covered under a registered training contract e.g. Traineeships:

- Fees and charges for training conducted under a registered training contract are determined at induction and are contained in a contract between the trainee's employer and SMT
- SMT undertakes that no additional charges will be imposed during this period (conditions apply)
- Refund details relating to 'new apprenticeships' are detailed in each individual contract

All courses and qualifications not under a registered training contract:

- Total course fees of less than \$1,500 the full amount is due prior to course commencement
- Total course fees greater than \$1,500 a deposit of \$1,500 is required to be paid 3 weeks prior to the commencement of the course, the remaining amount in excess of the \$1500 is due in the last week of the course
- Full refunds are available prior to course commencement, if you have commenced a course refunds will be determined on a case by case basis
- SMT undertakes that no additional charges will be imposed for the qualifications covered by the enrolment except for any additional third-party licence fees imposed due to a resit of the assessment.
- Discounts on course fees may be available on application to the CEO of SMT. Discounts do not apply to statutory fees or training resources. No results will be awarded for any course or qualification until all tuition fees have been fully paid regardless of whether the course or qualification has been completed

### **Guarantee of Service**

SMT will make every effort to complete the provision of training and assessment in any qualification once training has commenced. In the event SMT cannot complete the training and assessment, SMT guarantees that it will arrange alternative provision at no additional cost to the client.

SMT ensures its clients and staff are informed of any changes to legislation and regulatory requirements that affect their services. SMT will advise the learner as soon as practical if there are any changes to an agreed service, this includes are new third-party arrangements, changes to existing third-party agreements or a change in ownership.

### **Parking**

No parking is available on site at SMT, your course reminder contains a map of parking options.

### **Personal information and access to personal records**

All personal information provided to SMT, and all records of participation and progress will be managed as outlined in the SMT enrolment form declaration. Records of each client's participation and progress are made available to the client in a timely manner on request to SMT staff.

## **Privacy Policy**

SMT, as a Registered Training Organisation, is highly sensitive to the confidentiality of information provided by you to SMT. As a result, SMT has adopted the following Privacy Policy which is applicable to all information that you provide to SMT and that we maintain electronically, whether you provide the information through our website or other means.

## **Laws and Legislation**

All personal information that SMT collects is protected by the Privacy Act 1988 (Privacy Act). Information about the Act can be found on the website of the Office of the Australian Information Commissioner (OAIC). Under the requirements of the Information Privacy Principles in the Privacy Act, SMT is committed to protecting the privacy of your personal information.

## **What information do we collect?**

SMT must collect personal information as part of your application process for training. This information may be of a personal nature and can include details of educational background, employment history, and current employment status, and language, literacy and numeracy skills. The requested enrolment application information conforms to the AVETMISS (Australian Vocational Education & Training Management Information Statistical Standard) requirements, which all students are required to provide when enrolling. The personal information gained during the enrolment process will not be used for marketing purposes.

## **Records of results**

Records of completed client work and outcomes are retained for a set period of time. All records are retained adhering to the requirements of the 2015 standards and regulatory and licencing authorities.

SMT retains client records of attainment of units of competency and qualifications in a VETtrak student enrolment system that, combined with the records backup system will ensure that the records are maintained for a period of at least 30 years. These records are also retained in paper form, which are stored securely on the premises for a minimum of 7 to 10 years. Once this time frame has lapsed, files are securely destroyed and copies of Qualifications, Testamurs, SOA's and Competency Assessment Sheets are retained.





STT provides returns of its client records of attainment of units of competency and qualifications to the National VET Regulator on a regular basis, as determined by the National VET Regulator.

### **What do we use this information for?**

The purpose of collecting personal information during the enrolment process is to allow the staff of SMT to develop effective training and assessment programs, according to the needs of each individual. This will enable you to enrol and obtain your qualifications.

### **How do we store this information?**

SMT is required to keep your records for compliance with the Australian Qualification Framework (AQF) and the RTO Standards for RTO's 2015. All reasonable steps are taken to ensure that information collected is kept secure and confidential. Our web environment, Virtual Learning Environment and databases are protected from unauthorised access using current technologies. You should be aware that there are inherent risks associated with the transmission of information via the Internet. For those who do not wish to transmit specific information across the Internet, the Framework provides alternative ways of providing information. For example, forms may be printed and lodged by post.

### **With whom do we share your information?**

SMT will not sell, share, rent or otherwise provide personal information to others, including people in your workplace or spouses, without your written consent. If you are under the age of 18 years your personal information, attendance details, progress and results may be disclosed to your parent/guardian. Personal information collected in your enrolment will be disclosed to authorised departmental officers of State and Commonwealth Government authorities and agencies for general student administration, vocational education and training administration and regulation, as well as departmental planning, reporting, communication, research, evaluation, auditing and marketing. The privacy statement for the Department of Education and Training can be found at [www.education.tas.gov.au](http://www.education.tas.gov.au)

### **Keeping in contact with fellow students**

Participants who wish to stay in contact with other training participants are advised to collect names and contact information in person at the time of the training as we do not pass on information.

### **Recognition of credentials**

SMT recognises the AQF qualifications and statements of attainment issued by any other Registered Training Organisation once verified (unless licencing requirements do not permit this)

### **Recognition of Prior Learning and Credit Transfer**

Some people have skills and knowledge that may enable them to gain a credential without completing all training. These skills and knowledge, that would have otherwise been developed through undertaking accredited training and assessment, may have been gained through some other form of study, informal training, self-tuition, work experience or life experience.

SMT formally recognises a client's existing level of skill and knowledge in two ways:

Recognition of Prior Learning (RPL): an assessment only process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved a qualification or unit of competency; and

Credit Transfer: which allows students to count relevant, successfully completed studies towards their current course or qualification where possible

Clients who believe they may be eligible for RPL or Credit Transfer should complete the 'Recognition' section on the enrolment form.

### **Smoking**

All premises under the control of SMT are **smoke free**. Smokers are asked to be considerate of others, to dispose of their butts in the bins provided and keep 3 metres clear of the doorways while smoking.

### **Standards of behaviour and disciplinary procedures**

In line with all current workplace practices and legislation, all clients are expected to take responsibility for their own learning and behaviour during on and off-the-job training and assessment. Every client is expected to adhere to the requirements of SMT regarding general behaviour, use of facilities, punctuality, and attendance at classes. Any breaches of discipline will



result in the client being given a verbal warning. Further breaches will result in the client having to “show cause” as to why they should not be excluded from further participation in the program.

### **Task Books**

Task books can be obtained from SMT at any time; however, we do recommend obtaining a Task Book prior to commencing your course. On completion of the Task Book, an SMT Assessor will assess the Task Book against AMSA requirements, where necessary the Task Book may be returned to the client for further completion or will be accepted as part of a sea service application and forwarded onto AMSA for further assessment with your application. For fees relating to purchasing and assessment of the Task Book by SMT, please contact SMT. Please refer to the AMSA website for the guidance notice for more information [www.amsa.gov.au](http://www.amsa.gov.au)

### **Tea and Coffee**

Tea, coffee and biscuits are available free of charge throughout the course. We do however request that clients rinse their cups, put them in the dishwasher and keep our facilities clean.

### **Telephone Calls and Mobile Phone usage**

Access to phone/fax (local calls only) will be given on request at no charge. Whilst in the classroom, participants are not to use their mobile phone, which includes texting. This can be seen as a breach of assessment conditions and may lead to a participant being removed from the class. Phones may be stored on the floor, in your bag or on the table face down. If a call is received which is urgent you may take the call out of the room so not to disrupt others. No calls are to be taken whilst completing an assessment.

### **Training Materials**

Clients are provided with all the training and assessment resources they need but are expected to provide their own pads and writing implements.

### **Unique Student Identifier (USI)**

From 1 January 2015, SMT can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a USI. The USI is a reference number made up of ten numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, from all training providers you undertake recognised training with
- will give you access to your training records and transcripts
- can be accessed online, anytime, and anywhere
- is free and easy to create and
- stays with you for life

### **Right to study at SMT**

SMT is not a CRICOS provider which means we cannot provide training and assessment to International Students. If you are planning to enrol in a course with SMT, are not an Australian or New Zealand citizen and are currently on a Visa, please speak with a member of staff to confirm your eligibility or visit [www.immi.homeaffairs.gov.au](http://www.immi.homeaffairs.gov.au) for study restrictions on your visa.

### **Workplace Health and Safety**

All SMT clients have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person. All clients have a responsibility to:

- report any incident or hazards to their trainer, manager, or supervisor
- carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures
- obey any reasonable instruction aimed at protecting their health and safety while at work or during training
- use any equipment provided to protect their health and safety while at work or during training
- assist in the identification of hazards, the assessment of risks and the implementation of risk control measures
- consider and provide feedback on any matters that may affect their health, safety and welfare; and
- ensure they are not affected by alcohol or another drug that may endanger their own or any other person's health and safety

The Occupational Health Safety and Welfare Policy is available from the SMT office. The Policy includes some tips on managing stress and links to useful websites for further information. Please ask your trainer or any member of staff if you require assistance of any sort.



A Risk Assessment has been conducted by SMT for each course. For more information about the risks associated with each course please refer to the course information contained within this booklet or contact the Course Administrator for a copy of the full Safety Management Plan.

### **Welfare and guidance services**

SMT does not offer formal welfare or guidance services, but every effort will be made to assist clients to access appropriate support agencies.

### **Additional Course and Qualification information**

Contact the appropriate staff member below if you have any questions about the Courses and Qualifications contained in this book or head to our website for further details.

### **SMT Staff Contact details:**

#### **Training Enquiries**

Shane Gillie

**Mob:** 0409490321

**email:** shaneg@smt.edu.au

#### **Administration team**

**Ph:** 0362860400

**email:** enquiries@smt.edu.au

CEO: James Garde

**Mob:** 0417957980

**email:** jamesg@smt.edu.au

# SMT Course Information

## Coxswain Deck

### Who is the course for?

This course is for people requiring a commercial licence to skipper a commercial fishing, trading, or passenger vessel up to 12 metres in length and forms the core of all Coxswain Near Coastal (NC) Certificate of Competency (CoC).

### Course requirements

This course is designed for people who already have considerable experience in vessel operations.

### How will I be trained and assessed?

SMT provides all the training and assessment, and activities will include:

- written assessments\* of underpinning knowledge
- verbal assessments of understanding of actions to be taken during routine, emergency and exceptional circumstances
- demonstration of practical skills and knowledge whilst on board a vessel and in a simulated environment
- AMSA Mandated Practical Assessment will also be completed throughout the course (refer to the information for learners section of this book for more details)

### What will I learn?

The course covers topics including:

- rope and wire work
- preparing for sea and rough weather
- vessel design, construction, and stability; berthing duties
- manoeuvring and vessel handling in normal and exceptional circumstances
- duties in confined waters
- anchoring, mooring and towing, machinery and equipment
- COLREGS and IALA buoyage
- types of emergencies and general responses

- weather and outboards

### **How long is the course?**

This is a 5-day course (9am – 5pm on the classroom days). The final boating practical session held on the last day of the course, you will be required to attend for half the day to complete this practical and then a final verbal assessment, the time will be communicated to you during the course. All equipment, training, and assessment materials that participants need are provided by SMT. Participants must bring their own writing materials, work-style clothing and enclosed footwear appropriate to the forecast weather conditions.

Note: SMT will provide materials from which participants are required to learn lights, shapes, and sound signals as part of self-study before the course

### **What sort of credential(s) do I get if I successfully complete the course?**

Participants who successfully complete all the written, verbal and practical assessments will receive a nationally recognised Statement of Attainment for the following units:

- MARC037 Operate inboard and outboard motors
- MARI003 Comply with regulations to ensure safe operation of a vessel up to 12 metres
- MARJ006 Follow environmental work practices
- MARK007 Handle a vessel up to 12 metres
- MARN008 Apply seamanship skills aboard a vessel up to 12 metres

If you have also completed the Elements of Shipboard safety (ESS), combining these units and Coxswain Deck units makes you eligible to receive a MAR10418 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal).

If you have completed the ESS, First Aid, Navigation and Engineering, the combination of these units and the Deck units will make you eligible to receive a MAR20318 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal).

A fully completed AMSA CoC application is required for the licence you are applying for, the documentation required includes an application form, sea time evidence, medical declaration and eyesight test, proof of identity and a current photo. SMT administration will provide you with an application pack and guide you through the requirements.

**For eligible Tasmanian residents, this training is subsidised by the Department of State Growth, Tasmania.**

## Coxswain Engineering

### Who is the course for?

This course is for people who hold a Coxswain Grade 2(NC) CoC and wish to operate a 100kW up to 500kW inboard propulsion commercial vessel up to 12 metres in length within inshore waters.

People who complete this course will meet AMSA's training requirements for a Coxswain Grade 2(NC) 500kW inboard propulsion power CoC. The course is also a requirement for people who are working towards a Coxswain Grade 1(NC) CoC.

### Course requirements

This course is designed for participants with considerable experience in operating small vessels and who hold a Coxswain Grade 2(NC) CoC.

### How will I be trained and assessed?

SMT provides all the training and assessment and activities will include:

- written assessments\* of underpinning knowledge
- engineering practical assessment on board a vessel
- demonstrations of practical skills and knowledge in simulated workplace activities

### What will I learn?

The course covers topics including:

- routine checks and operation of propulsion machinery, ancillary equipment and other mechanical equipment in small vessels;
- general responses to mechanical emergencies and malfunctions;
- water-cooling and bilge-pumping arrangements;
- use and care of low-voltage electrical systems;
- precautions when charging batteries;
- fire prevention and actions on a small vessel; refuelling precautions; auxiliary systems



### **How long is the course?**

This is a 3-day course (9am – 5pm), which is completed in the classroom and includes a boating practical session. All of the equipment, training and assessment materials that participants need will be provided by SMT. Participants must bring their own writing materials, own work-style clothing and enclosed footwear appropriate to the forecast weather conditions.

### **What sort of credential(s) do I get if I successfully complete the course?**

Participants who successfully complete all of the written, verbal and practical assessments will receive a nationally recognised Statement of Attainment for the following units:

- MARB027 Perform basic servicing and maintenance of main propulsion unit and auxiliary systems
- MARC038 Operate main propulsion unit and auxiliary systems

### **AMSA Mandated Practical Assessment (AMPA) and Interim Certificate of Competency (ICoC)**

As part of its assessment process, SMT will complete an AMPA on each participant for the units completed as part of the course. Completed AMPA's are a requirement of AMSA and are submitted to AMSA with your completed AMSA application paperwork.

AMSA paperwork and evidence is required to be completed by the participant and submitted to SMT a minimum of 1 week prior to the commencement of the course.

The AMSA paperwork required will depend on if you are completing an application for a Coxswain Grade 1 NC, Coxswain Grade 2 NC or just an endorsement.

SMT can issue an Interim Certificate of Competency (ICoC) to participants who have successfully completed the courses for a Coxswain Grade 1 or 2 NC, have been issued with the qualification, have met all the evidence and sea time requirements of AMSA and have all fees paid.

An ICoC is not issued for Engineering Endorsement applications.

**For eligible Tasmanian residents, this training is subsidised by the Department of State Growth, Tasmania.**

# Coxswain Navigation

## Who is the course for?

This course is for people wishing to complete the navigational component of a Coxswain Grade 1 (NC). People who successfully complete all requirements of this course will meet the Australian Maritime Safety Authority (AMSA) training requirement for Coxswain Grade 1 (NC) Restricted to Outboards CoC. The course is also a requirement for people who are working towards a Coxswain Grade 1 (NC) CoC.

## Course requirements

This course is designed for participants who already have considerable experience in operating small vessels and wish to hold a Coxswain Grade 1 (NC) CoC.

## How will I be trained and assessed?

SMT provides training and assessment and activities will include:

- steering a course and conducting a voyage
- practical chart work and navigation assessment
- an assignment on navigational symbols
- verbal assessment of understanding of navigational actions

## What will I learn?

The course covers topics including:

- navigational charts, symbols and abbreviations
- plotting instruments
- tides and currents, position-fixing
- plotting course and planning voyages
- speed, time and distance calculations
- magnetism, variation, deviation and compass error calculations

### **How long is the course?**

This is a 2-day course (9am – 5pm), including practical sessions. It is recommended that participants complete a Maths for Mariners assignment before the course begins as part of preparing for the types of calculations that may be used. If required, SMT can assist with accessing free maths training. All equipment, training and assessment materials that participants need will be provided. Please bring your own writing materials.

### **What sort of credential(s) do I get if I successfully complete the course?**

If you successfully complete all of the written, practical and verbal assessments, you will receive a nationally-recognised Statement of Attainment for:

- MARH013 Plan and navigate a passage for a vessel up to 12 metres

**For eligible Tasmanian residents, this training is subsidised by the Department of State Growth, Tasmania.**

## **Deck Machinery & Lifting Appliances**

### **Who is the course for?**

This course is for people requiring the basic knowledge and skills to operate deck machinery and lifting appliances that are commonly used on a typical fish farm vessel.

NOTE: This course is **not** recommended for operators of vessel-mounted cranes that exceed a 10 ton 1 metre capacity.

### **Course requirements**

This course is designed for those people who already have DMLA knowledge and work on a Fish Farm or Vessel. It is a requirement of the course that participants need to have previously completed a Coxswain Deck course or have a thorough understanding of specific knots and how to tie and splice. Participants who hold an appropriate crane licence or dogman's qualification may be eligible for recognition for some aspects of the course.

### **How will I be trained and assessed?**

SMT's training and assessment is very practical and is conducted in the classroom and on-board a vessel that has the required equipment and will include:

- written assessments\* of underpinning knowledge; and
- practical assessments on-board a vessel and using a stability model

### **What will I learn?**

The course covers topics including:

- vessel stability (including stability books and use of capstans)
- using machinery, focusing on the use of cranes up to 10 ton 1 metre capacity; and
- on-board slinging and lifting practices

### **How long is the course?**

This is a 2-day course (9am – 5pm), with one day covering Stability and the other day covering Machinery. All of the equipment, training and assessment materials that participants need will be provided by SMT. Participants must bring their own writing materials and their own work-style clothing and enclosed footwear.

### **What sort of credential(s) do I get if I successfully complete the course?**

If you successfully complete all of the written and practical assessments, you will receive a nationally recognised Statement of Attainment for

- SFIFSH301 Operate vessel deck machinery and lifting appliance

**For eligible Tasmanian residents, this training is subsidised by the Department of State Growth, Tasmania.**

## Elements of Shipboard Safety

### Who is the course for?

Successful completion of this course is an AMSA requirement for anyone who works or wishes to work as a Near Coastal Coxswain, Master, Marine Engine Driver or, where stipulated, as a deckhand on a commercial coastal vessel.

### Course requirements

There are no formal prerequisites for this course. It is expected that people who enrol and participate in this course are confident working in water and can swim.

### How will I be trained and assessed?

SMT's training and assessment is conducted in the classroom, in a pool and at a fire ground and will include:

- written assessments of underpinning knowledge
- verbal assessments of understanding of safety procedures and actions to be taken during emergencies and exceptional circumstances
- simulated workplace activities outlined in an activity booklet and demonstrations of practical skills and knowledge

### What will I learn?

The course provides theoretical and practical training in matters that affect personal safety, the safety of the vessel and the safety of the crew as a whole. It covers topics including:

- fire prevention, theory of combustion and methods of extinguishing fire
- practical training in the use of fire-fighting appliances & life-saving appliances carried on a vessel
- practical training in launching, boarding and survival in an inflatable life raft
- accident prevention on a vessel, including falls, burns and scalds, electric shock, working near machinery and moving objects, OHS principles including individual responsibilities

### **How long is the course?**

This is a 2-day course (1st day: 9am – 5pm @ SMT, 2nd day: 8:30 – 5pm @ The Lea) All of the equipment, training and assessment materials that participants need will be provided by SMT. Participants must bring their own writing materials and wear work-style clothing and enclosed footwear appropriate for the weather conditions forecast for the fire practical day. Participants must also bring a spare set of work clothes for the pool practical session as you are required to be fully clothed in the water.

### **What sort of credential(s) do I get if I successfully complete the course?**

If you successfully complete all of the written and practical assessments, you will receive a nationally-recognised Statement of Attainment for the following units:

- MARF027 Apply basic survival skills in the event of a vessel abandonment
- MARF028 Follow procedures to minimise and fight fires on board a vessel
- MARF029 Meet work health and safety requirement
- MARF030 Survive at sea using survival craft

**For eligible Tasmanian residents, this training is subsidised by the Department of State Growth, Tasmania.**

## **Long Range Operators Certificate of Proficiency**

### **Who is the course for?**

This course is for people who are required to hold a Long Range Radio Operators Certificate of Proficiency (LROCP) issued by the Office of Maritime Communications (OMC) in order to operate marine VHF and MF-HF radios.

### **Course requirements**

There are no formal prerequisites for this course, although it is recommended that pre course study is completed using the supplied materials

### **How will I be trained and assessed?**

SMT's training and assessment is very practical and is conducted in a classroom environment, activities will include:

- written assessments of underpinning knowledge
- verbal assessments of understanding of actions to be taken during routine and emergency circumstances
- practical simulated activities using required equipment

### **What will I learn?**

This course covers topics including:

- features and operation of marine communications equipment including VHF and MF-HF radios, EPIRBs, DSC and SARTs
- procedures for making routine, distress, urgency and safety calls
- simple maintenance practices and understanding of regulations

### **How long is the course?**

This is a 1-day course (9am – 5pm). All the equipment, training and assessment materials that participants need will be provided by SMT. Participants must bring their own writing materials.

### **What sort of credential(s) do I get if I successfully complete the course?**

If you successfully complete all the written, verbal and practical assessments you will receive a nationally recognised Statement of Attainment issued by SMT for:

- MARC043 Transmit and receive information by marine radio

A copy of the statement of attainment will be forwarded to the OMC, the OMC will assess this and if successful the OMC will issue a Long-Range Operators Certificate of Proficiency.

**For eligible Tasmanian residents, this training is subsidised by the Department of State Growth, Tasmania.**

# First Aid

## Who is the course for?

This course is for people requiring a first aid qualification equivalent to Workplace Level 2 First Aid or Senior First Aid.

## Course requirements

A pre-course questionnaire is required to be completed prior to the commencement of the course.

## How will I be trained and assessed?

SMT’s Training and assessment is very practical and is conducted in a classroom environment, activities will include:

- a written assessment\* of underpinning knowledge
- verbal assessments of understanding of actions to be taken during an emergency and exceptional circumstances; and
- completing simulated practical activities and scenarios

## What will I learn?

<p>Initial lifesaving first aid including:</p> <ul style="list-style-type: none"> <li>• Management of the unconscious casualty</li> <li>• Cardiopulmonary resuscitation</li> <li>• Control of bleeding and shock</li> </ul>	<p>First Aid for common injuries and disorders, including:</p> <ul style="list-style-type: none"> <li>• wounds; poisons, bites &amp; stings, burns</li> <li>• fractures &amp; soft tissue injuries</li> <li>• infection control, personal hygiene , temperature illness</li> <li>• workplace First Aid records, all in accordance with ARC</li> </ul>
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## How long is the course?

This is a 1-day course (9am – 5pm). All equipment, training and assessment materials needed will be provided.

## What sort of credential(s) do I get if I successfully complete the course?

If you successfully complete all of the written and practical assessments, you will receive a nationally recognised Statement of Attainment for  
HLTAID011 Provide First Aid

**For eligible Tasmanian residents, this training is subsidised by the Department of State Growth, Tasmania.**



# Forklift

## Who is the course for?

This course is for people seeking the knowledge and skills required to apply for a licence to operate a forklift truck.

## Course requirements

To enrol in this course participants must be at least 18 years of age and a current driver's licence is required to operate a forklift on a public road or public property.

## How will I be trained and assessed?

SMT's training and assessment is very practical, is conducted in a classroom environment and on work site. Day 1 focuses on theory and day 2 on practical skills and assessment, activities include:

- written assessments of underpinning knowledge
- calculations assessment
- verbal assessments of understanding of actions
- completing practical activities using a forklift

## What will I learn?

The course includes a working knowledge of:

- workplace health & safety, other legal obligations, duty of care and safe operating practices
- calculating the factors that affect the stability of loads
- identifying the component parts of attachments and handling precautions
- inspecting and conducting safety and pre-start checks
- operating a forklift truck
- stacking and de-stacking a load
- loading and unloading a vehicle
- refuelling/recharging a forklift

## How long is the course?



This course is a 3-day program (9am – 5pm). All participants are required to attend the first day. On the first day you will be scheduled for one of the remaining days to complete the practical component of the course. All the equipment, training and assessment materials that participants need will be provided by SMT. Participants must bring their own writing materials and their own work-style clothing and enclosed footwear.

### **What sort of credential(s) do I get if I successfully complete the course?**

Participants who successfully complete all of the assessments will receive a nationally recognised Statement of Attainment for:

- TLILIC0003 Licence to operate a forklift truck

Participants will also be eligible for a Forklift Operators Licence issued by Service Tasmania following completion of the Licence to Perform High Risk Work Application Form, providing ID as requested and paying a licence fee to Service Tasmania. For full details got to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au)

**For eligible Tasmanian residents, this training is subsidised by the Department of State Growth, Tasmania.**

## **Wader Safety**

### **Who is the course for?**

This course is for people who use waders in the workplace.

### **Course requirements**

To enrol in this course, you must be medically fit and have completed a water experience and medical self-assessment form.

### **How will I be trained and assessed?**

SMT's training and assessment is very practical and is conducted in a classroom environment and in a swimming pool, activities include:

- verbal and written assessments of underpinning knowledge and practical demonstration in a pool



### **What will I learn?**

This course covers practical and theory sessions addressing the following topics:

- hazards in Tasmanian aquatic environments, factors that contribute to aquatic emergency situations, effects and treatment of cold water immersion
- safe wading techniques, personal survival techniques, rescue priorities and techniques

### **How long is the course?**

This is a 1-day course (9am – 5pm). All training and assessment materials needed will be provided by SMT. Participants must bring their own writing materials, spare set of work-style clothing and waders. If you do not have your own waders, SMT can supply these for the session.

### **What sort of credential(s) do I get if I successfully complete the course?**

Participants who successfully complete all of the written, verbal and practical assessments will receive a nationally recognised Statement of Attainment for:

- SFIAQU213 Use waders safely in aquatic environments

**For eligible Tasmanian residents, this training is subsidised by the Department of State Growth, Tasmania.**

## **Aquaculture Diver Skill Set**

### **Who is this course for?**

The course is for persons employed in the aquaculture industry.

### **Course requirements**

To enrol this course, you must be employed in the aquaculture industry. You must also have obtained:

- SISOSCB001 SCUBA dive in open water to a maximum depth of 18 metres, and have the
- Ability to meet physical requirements of a dive medical

### **What will I learn?**

The course provides theoretical and practical training and covers topics including:

- Diving Physics and Physiology
- Diving Equipment
- Diving Procedures
- Diving Legislation
- Risk Management
- Emergency Procedures
- Effects of Diving at depth
- Diving tables
- Diving Roles

#### **How will I be trained and assessed?**

SMT's training and assessment is conducted in the classroom and at a suitable and approved venue that meets the regulators requirements for a practical location, and will include:

- Theory and Completion of a
- Practical training and assessments plus practical assessments throughout the 4 weeks
- Written assignments and theory assessments under assessment conditions
- Practical training and assessment with industry relevant activities and equipment

#### **How long is the course?**

This is a four-week course, it includes a mix of theory and practical training and assessment for the participants within the industry.

The duration of this course has been determined to meet the training and assessment requirements of the competencies assessed for an industry participant.

#### **What sort of credential(s) do I get if I complete the course?**

The units of competency to be issued on the successful completion of this course:

- SISOSCB008 SCUBA dive using Enriched Air Nitrox
- SFIDIV304 Undertake emergency procedures in diving operations using SSBA
- SFIDIV301 Work effectively as a diver in the seafood industry
- SISOSCB007 Inspect and fill SCUBA cylinders

- SFIDIV302 Perform diving operations using SSBA
- SFIDIV306 Perform underwater work in the aquaculture sector

## Dive Supervisor Skill Set

### Who is this course for?

This course is for Qualified ADAS and Aquaculture Divers who are looking to take on the role as a dive supervisor in the Aquaculture Industry.

### Course requirements

To enrol in this course, you must be a Qualified Diver and be employed in the industry.

### What will I learn?

The course provides theoretical and practical training and covers topics including:

- The role of a dive supervisor
- Risk management
- Physics and physiology of diving
- Emergency procedures
- Planning and Coordinating Dive operations
- Post dive review and report writing
- Communication and managing personnel
- Supervising underwater trawl operations
- Supervising Nitrox

### How will I be trained and assessed?

SMT's training and assessment is conducted in the classroom and at suitable venues that meet the regulators requirements for a practical location. The course contains 7 days theory and 3 days practical training and assessment and will include:

- Self-paced reading and completion of workbooks
- Written assignments
- Practical assessment including planning and supervising multiple live dive operation

### How long is the course?

The two-week course has been developed in line with Aust/NZ Standard AS/NZS 2299.1:2015 which is relevant to the training and certification of underwater divers.

The duration of this course has been determined to meet the training and assessment requirements of the competencies assessed for an industry participant required to supervise and manage dive operations.

### **What sort of credential(s) do I get if I complete the course?**

The units of competency to be issued on the successful completion of this course:

- ACMWHS401- Maintain workplace health and safety processes
- BSBOPS403 - Apply business risk management processes
- SFIDIV301 - Work effectively as a diver in the seafood industry
- AHCWRK403 - Supervise work routines and staff performance
- AHCMOM402- Supervise maintenance of property, machinery and equipment
- BSBSTR402 - Implement continuous improvement
- BSBOPS601 - Develop and implement business plans
- BSBCMM511 - Communicate with influence

## **MAR10418 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal)**

### **Who is the qualification for?**

This qualification is suitable for people who wish to work as a Coxswain Grade 2 Near Coastal in the Maritime Industry and:

- Command and operate engines of a vessel <12 m long in sheltered waters or within 5nm of the shore or an aquaculture lease, with propulsion power under 100 kW for an inboard engine and under unlimited kW for an outboard engine
- Command and operate the engines of a vessel <12m long as a tender within 3nm of the parent vessel <EEZ with propulsion power under 100 kW for an inboard engine and unlimited kW for an outboard engine

Undertake the duties and perform the functions of a Coxswain Grade 3 NC

People who complete this qualification plus a Coxswain Engineering, Navigation and a First Aid Course will meet the Australian Maritime Safety Authority (AMSA) training requirement for a MAR20318 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal).

Note: A Marine Radio Licence is also required if applying for a Coxswain Grade 1 NC CoC

### **Qualification requirements**

There are no formal prerequisites for this qualification however the training is designed for participants with considerable experience in operating small vessels. More information about the Coxswain Grade 2 NC CoC, including sea service requirements, see the AMSA website [www.amsa.gov.au](http://www.amsa.gov.au) or contact the SMT office.

### **How will I be trained and assessed?**

SMT provides this training by working with participants to recognise and build on their existing skills and knowledge. Training and assessment is conducted in a classroom environment, workshop, on a vessel, in the pool and at a fire ground. There are 2 courses that the participant will need to complete to meet the qualification requirements:

- Elements of Shipboard Safety (2 days)
- Coxswain Deck (5 days)

### **Assessment activities include:**

- written assessments\* of underpinning knowledge;
- verbal assessments of understanding of safety procedures and actions to be taken during emergencies and exceptional circumstances;
- simulated workplace activities conducted in the classroom assessment; and
- demonstrations of practical skills and knowledge

Details about each of these courses can be found in the 'SMT Courses' section of this book.

Participants seeking a Coxswain Grade 2 Near Coastal CoC must also undertake an AMSA mandated practical assessment (AMPA) which is incorporated into and completed during the course assessment by SMT.

### **What will I learn?**

The qualification covers theoretical and practical knowledge of the operations of small vessels including:

- rope and wire work
- preparing for sea and rough weather, weather and outboards
- vessel design, construction and stability; berthing duties
- manoeuvring and vessel handling in normal and exceptional circumstances
- duties in confined waters
- anchoring, mooring and towing, machinery and equipment
- COLREGS and IALA buoyage
- types of emergencies and general responses
- fire prevention, theory of combustion and methods of extinguishing fire
- practical training in the use of fire-fighting appliances & life-saving appliances carried on a vessel
- practical training in launching, boarding and survival in an inflatable life raft
- accident prevention on a vessel, including falls, burns and scalds, electric shock, working near machinery and moving objects
- occupational health and safety principles including individual responsibilities

### **How long will the qualification take to complete?**

The Coxswain Grade 2 Near Coastal qualification is usually completed over 7 workshop days, which consists of the 2-day ESS course and a 5-day Coxswain Deck course, both courses run from 9am to 5pm each day.

### **What sort of credentials do I get if I successfully complete the qualification?**

To receive a MAR10418 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal), you will be required to complete 8 units of competency, those 8 units are made up of 5 units from the Coxswain Deck course and 3 units from the ESS course which are all listed below.

- MARC037 Operate inboard and outboard motors
- MARI003 Comply with regulations to ensure safe operation of a vessel up to 12 metres
- MARJ006 Follow environmental work practices
- MARK007 Handle a vessel up to 12 metres
- MARN008 Apply seamanship skills aboard a vessel up to 12 metres
- MARF027 Apply basic survival skills in the event of a vessel abandonment
- MARF028 Follow procedures to minimise and fight fires on board a vessel
- MARF029 Meet work health and safety requirement



### **AMSA Mandated Practical Assessment (AMPA) and Interim Certificate of Competency (ICoC)**

As part of its assessment process, SMT will complete an AMPA on each participant for the units completed as part of the course. Completed AMPA's are a requirement of AMSA and are submitted to AMSA with your completed AMSA application paperwork.

SMT can issue an Interim Certificate of Competency (ICoC) to participants who have successfully completed the courses for a Coxswain Grade 2 NC, have been issued with the qualification, have met all of the evidence and sea time requirements of AMSA and have all fees paid.

The following AMSA paperwork and evidence is required to be completed by the participant and submitted to SMT prior to the commencement of the course:

- AMSA 426 Certificate of Competency Application
- AMSA 1850 Certificate of medical fitness for domestic seafarers (must be completed by your qualified medical practitioner)
- AMSA 771 Sea service record
- Proof of identity which includes a current Passport or a driver's licence and birth certificate
- Current photo (SMT will take your photo and verify it)

Within 7 days of an ICoC being issued, SMT will lodge all completed paperwork to AMSA on your behalf. If you do not have all your paperwork completed prior to the commencement of your course, SMT will still lodge your application paperwork to AMSA but you may not be eligible for an ICoC.

# MAR20321 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)

## Who is the qualification for?

This qualification is suitable for people who wish to work as a Coxswain Grade 1 Near Coastal in the Maritime Industry and:

- Command and operate engines of a vessel <12 m long in inshore waters or waters permitted by a State or Territory authority which permits holders of this certificate to operate, subject to any conditions that it may impose, and
  - with propulsion power under 500 kW for an inboard engine and unlimited kW for an outboard engine
  - as a tender within 3nm of the parent vessel <EEZ with propulsion power under 500 kW for an inboard engine and unlimited kW for an outboard engine
- Act as chief mate or deck watchkeeper on a vessel <24 m long in inshore water
- Undertake the duties and perform the functions of a General Purpose Hand NC, a Coxswain Grade 3 NC and a Coxswain Grade 2 NC

People who complete this qualification will meet the Australian Maritime Safety Authority (AMSA) training requirement for a MAR20321 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal). Note: A Marine Radio Licence is also required if applying for a Coxswain Grade 1 NC CoC, this unit is not included within the qualification and would need to be taken as a separate course.

## Qualification requirements

There are no formal prerequisites for this qualification, however, the training is designed for participants with considerable experience in operating small vessels. More information about the Coxswain Grade 1 NC CoC, including sea service requirements, see the AMSA website

[www.amsa.gov.au](http://www.amsa.gov.au) or contact the SMT office.

## How will I be trained and assessed?

SMT provides this training by working with participants to recognise and build on their existing skills and knowledge. The training and assessment are conducted in a classroom environment, workshop, on a vessel, in the pool and at a fire ground. There are 5 courses that the participant will need to complete to meet the qualification requirements:

- Elements of Shipboard Safety (2 days)
- Coxswain Deck (5 days)
- Coxswain Engineering (3 days) and Coxswain Navigation (2 days)
- First Aid (1 day)

**Assessment activities include:**

- written assessments\* of underpinning knowledge;
- verbal assessments of understanding of safety procedures and actions to be taken during emergencies and exceptional circumstances;
- simulated workplace activities conducted in the classroom assessment; and
- demonstrations of practical skills and knowledge

Details about each of these courses can be found in the 'SMT Courses' section of this book.

Participants seeking a Coxswain Grade 1 Near Coastal CoC must also undertake an AMSA mandated practical assessment (AMPA) which is incorporated into and completed during the course assessment by SMT.

**What will I learn?**

The qualification covers theoretical and practical knowledge of the operations of small vessels including:

- rope and wire work
- preparing for sea and rough weather
- vessel design, construction and stability; berthing duties
- manoeuvring and vessel handling in normal and exceptional circumstances
- duties in confined waters
- anchoring, mooring and towing, machinery and equipment
- COLREGS and IALA buoyage
- types of emergencies and general responses
- weather and outboards
- fire prevention, theory of combustion and methods of extinguishing fire
- practical training in the use of fire-fighting appliances & life-saving appliances carried on a vessel
- practical training in launching, boarding and survival in an inflatable life raft

- accident prevention on a vessel, including falls, burns and scalds, electric shock, working near machinery and moving objects
- occupational health and safety principles including individual responsibilities

### **How long will the qualification take to complete?**

The Coxswain Grade 1 Near Coastal qualification is usually completed over 15 workshop days, which consists of the following courses, ESS 2 days, Coxswain Deck 5 days, Engineering 3 days, Navigation 2 days, First Aid 1 day, all courses run from 9am to 5pm each day.

### **What sort of credentials do I get if I successfully complete the qualification?**

To receive a MAR20318 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal), you will be required to complete 13 units of competency, those 13 units are made up of 5 units from the Coxswain Deck course, 4 units from the ESS course, 2 units from Engineering course, 1 unit from First Aid and 1 unit from Navigation. which are all listed below.

- MARC037 Operate inboard and outboard motors
- MARI003 Comply with regulations to ensure safe operation of a vessel up to 12 metres
- MARJ006 Follow environmental work practices
- MARK007 Handle a vessel up to 12 metres
- MARN008 Apply seamanship skills aboard a vessel up to 12 metres
- MARF027 Apply basic survival skills in the event of a vessel abandonment
- MARF028 Follow procedures to minimise and fight fires on board a vessel
- MARF029 Meet work health and safety requirement
- MARF030 Survive at sea using survival craft
- HLTHAID011 Provide first aid
- MARB027 Perform basic servicing and maintenance of main propulsion unit and auxiliary systems
- MARC038 Operate main propulsion unit and auxiliary systems
- MARH013 Plan and navigate a passage for a vessel up to 12 metres



### **AMSA Mandated Practical Assessment (AMPA) and Interim Certificate of Competency (ICoC)**

As part of its assessment process, SMT will complete an AMPA on each participant for the units completed as part of the qualification. Completed AMPA's are a requirement of AMSA and are submitted to AMSA with your completed AMSA application paperwork.

SMT can issue an Interim Certificate of Competency (ICoC) to participants who have successfully completed the courses for a Coxswain Grade 1 NC, have been issued with the qualification, have met all the evidence including a marine radio licence, sea time requirements of AMSA, and have all fees paid.

The following AMSA paperwork and evidence is required to be completed by the participant and submitted to SMT prior to the commencement of the course:

- AMSA 426 Certificate of Competency Application
- AMSA 1850 Certificate of medical fitness for domestic seafarers (must be completed by your qualified medical practitioner)
- AMSA 771 Sea service record
- Proof of identity which includes a current Passport or a driver's licence and birth certificate
- Current photo (SMT will take your photo and verify it)

Within 7 days of an ICoC being issued, SMT will lodge all completed paperwork to AMSA on your behalf. If you do not have all your paperwork completed prior to the commencement of your course, SMT will still lodge your application paperwork to AMSA but you may not be eligible for an ICoC.

# MAR20421 Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal)

## Who is the qualification for?

This qualification is suitable for people who wish to work as a:

- Perform the duties of Chief Engineer on a vessel with an inboard engine with propulsion power <500 kW in waters to the outer limits of the EEZ
- Perform the duties of Chief Engineer on a vessel with an outboard engine with unlimited propulsion power in waters to the outer limits of the EEZ
- Perform the duties of Second Engineer (second in charge of the engine room) on a vessel with an inboard engine with propulsion power <750 kW in waters to the outer limits of the EEZ
- Assist an engineer in any tasks that may be required on board while working under the general supervision of the person in charge of the vessel's engines in waters to the outer limits of the EEZ
- Work in the engine room of a vessel with propulsion power <3000 kW in waters to the outer limits of the EEZ

People who complete this course plus an Elements of Shipboard Safety Course and a First Aid Course will meet the Australian Maritime Safety Authority (AMSA) training requirement for a Marine Engine Driver 3 NC CoC.

## Qualification requirements

There are no formal prerequisites for this qualification however the training is designed for participants with considerable experience in operating small vessels and who have the sea service time required for a Marine Engine Driver Grade 3 NC CoC.

More information about the Marine Engine Driver Grade 3 NC CoC, including sea service requirements, see the AMSA website [www.amsa.gov.au](http://www.amsa.gov.au) or contact the SMT office.

### **How will I be trained and assessed?**

SMT provides this training by working with participants to recognise and build on their existing skills and knowledge. Training and assessment are conducted in a classroom environment, workshop and on vessels, activities will include:

- written assessments of underpinning knowledge;
- simulated workplace activities outlined in an activity booklet; and demonstration of practical skills and knowledge

Participants who are seeking a Marine Engine Driver Grade 3 NC CoC must also undertake an AMSA mandated practical assessment (AMPA) which is incorporated into and completed during the course assessment by SMT.

### **What will I learn?**

The qualification covers theoretical and practical knowledge of the operations of mechanical equipment in an engine room of a small vessel including:

- marine diesel engines and their fittings, shafting and propellers;
- preparing marine diesel engines for use;
- precautions necessary for the prevention of fire or explosion associated with the use of petrol, L.P. gas and distillate and with the charging of batteries;
- actions to be taken in the event of fire or explosion, including the use of firefighting appliances;
- cooling water and fuel systems, bilge pumping arrangements;
- care of low-voltage electrical systems, including batteries;
- fuel consumption; estimation and calculation; and
- communication knowledge, skills required to write simple work-related documents

### **How long will the qualification take to complete?**

The Marine Engine Driver Grade 3 Near Coastal qualification is usually completed over 14 workshop days, which consists of the 2-day ESS course, 2-day First Aid course and a 10-day MED3 course, all courses run from 9am to 5pm each day. The ESS and First aid courses are 2 separate courses to the MED3 course, which need to be enrolled into separately.

### **What sort of credentials do I get if I successfully complete the course?**

To receive a MAR20421 Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal), you will be required to complete 13 units of competency, those units are made up of 8 units from the MED 3 course, 4 units from the ESS course and 1 from the First Aid course which are all listed below:

- MARB028 Service marine internal combustion engines, and propulsion and auxiliary systems
- MARC033 Complete engine room tasks
- MARC034 Maintain hull out of water
- MARC035 Operate and maintain extra low and low voltage electrical systems and equipment
- MARC036 Operate deck machinery
- MARC039 Operate marine internal combustion engines, and propulsion and auxiliary systems
- MARJ006 Follow environmental work practices
- BSBTWK201 Work effectively with others

#### **ESS course**

- MARF027 Apply basic survival skills in the event of a vessel abandonment
- MARF028 Follow procedures to minimise and fight fires on board a vessel
- MARF029 Meet work health and safety requirement
- MARF030 Survive at sea using survival craft

#### **First Aid course**

- HLTAID011 Provide First Aid

### **AMSA Mandated Practical Assessment (AMPA) and Interim Certificate of Competency (ICoC)**

As part of its assessment process, SMT will complete an AMPA on each participant for the units completed as part of the course. Completed AMPA's are a requirement of AMSA and are submitted to AMSA with your completed AMSA application paperwork.

SMT can issue an Interim Certificate of Competency (ICoC) to participants who have successfully completed the courses for a Marine Engine Driver Grade 3 NC, have been issued with the qualification, have met all of the evidence and sea time requirements of AMSA and have all fees paid.

The following AMSA paperwork and evidence is required to be completed by the participant and submitted to SMT prior to the commencement of the course:

- AMSA 426 Certificate of Competency Application





- AMSA 1850 Certificate of medical fitness for domestic seafarers (must be completed by your qualified medical practitioner)
- AMSA 771 Sea service record
- Proof of identity which includes a current Passport or a driver's licence and birth certificate
- Current photo (SMT will take your photo and verify it)
- Other attached evidence including a current first aid

Within 7 days of an ICoC being issued, SMT will lodge all completed paperwork to AMSA on your behalf. If you do not have all your paperwork completed prior to the commencement of your course, SMT will still lodge your application paperwork to AMSA but you may not be eligible for an ICoC.

**For eligible Tasmanian residents, this training is subsidised by the Department of State Growth, Tasmania**

## MAR30921 Certificate III in Maritime Operations (Master up to 24m Near Coastal)

### Who is the qualification for?

This qualification is for people who require a commercial licence to skipper fishing or trading vessels up to 24 metres in length within 200 nautical miles from the coast or act as Watchkeeper or Chief Mate on larger vessels. People who complete this course will meet some of AMSA's training requirements for a Master up to 24m Near Coastal CoC. Holders of this CoC are also qualified to act in the following positions:

- Command a vessel <24 m long in the Australian exclusive economic zone (EEZ).
- Act as chief mate on a vessel <45 m long <EEZ
- Act as deck watchkeeper on a vessel <100 m and <3000 GT <EEZ
- Act as chief mate on a vessel <100 m and <3000 GT in inshore waters
- Undertake the duties and perform the functions of a General Purpose Hand NC and Master (Inland waters) NC

### **Qualification requirements**

There are no formal prerequisites for this qualification; however, the training is designed for participants who have considerable experience in operating small vessels and have the required sea service to apply for a Master up to 24m (NC) CoC. For more information about Master up to 24m (NC) CoC including sea service requirements, see the AMSA website [www.amsa.gov.au](http://www.amsa.gov.au) or contact the SMT office.

### **How will I be trained and assessed?**

SMT provides this training by working with participants to recognise and build on their existing skills and knowledge. Training and assessment are conducted in a classroom environment, workshop and on vessels, activities will include:

- written assessments\* of underpinning knowledge, completion of workbook activities and an assignment
- verbal assessments of understanding of actions to be taken during routine, emergency and exceptional circumstances
- computer-simulation assessments of watch keeping activities and demonstration of vessel practical skills and knowledge

Participants who are seeking a Master up to 24m (NC) CoC must also undertake an AMSA mandated practical assessment (AMPA) which is incorporated and completed during the course assessment.

### **What will I learn?**

The course covers theoretical and practical knowledge of the following:

- COLREGS and Buoyage
- Coastal Navigation, Radar
- Wheelhouse systems
- Ship systems, Seamanship
- Workplace regulations and legislation
- Ship stability
- Voyage planning

### **How long will the Qualification take to complete?**

- This course is 20 days, classes are generally from 9am to 5pm, with some assessment days running into the evening where required. All equipment, training and assessment materials participants need are provided. Please bring your own writing materials, wear work-style clothing and enclosed footwear suitable for a Vessel and Wet Weather gear appropriate for the forecasted weather conditions.

### **What sort of credential(s) do I get if I successfully complete the qualification?**

To receive a MAR30921 Certificate III in Maritime Operations (Master up to 24m Near Coastal), you will be required to complete 15 units of competency, those 15 units are made up of 10 units from the Master 24 course, 4 units from the ESS course and 1 First Aid unit which are listed below:

#### **Master 24 course**

- MARB029 Perform routine maintenance on a vessel up to 24 metres
- MARB030 Slip or dock a vessel and maintain hull on a vessel up to 80 metres
- MARH015 Manage and maintain navigational watch on board vessels up to 80 metres
- MARH016 Plan and navigate a passage for a vessel up to 80 metres
- MARH017 Use wheelhouse equipment for safe navigation
- MARI004 Observe regulations to ensure safe operation of a vessel up to 80 metres
- MARJ007 Monitor environmental management on a vessel
- MARK008 Manoeuvre a vessel up to 24 metres within near coastal waters
- MARN009 Perform seamanship operations on board a vessel up to 24 metres
- BSBLRD301 Support effective workplace relationships

#### **ESS course**

- MARF027 Apply basic survival skills in the event of a vessel abandonment
- MARF028 Follow procedures to minimise and fight fires on board a vessel
- MARF029 Meet work health and safety requirement
- MARF030 Survive at sea using survival craft

#### **First Aid course**

- HLTAID011 Provide First Aid

#### **AMSA Mandated Practical Assessment (AMPA) and Interim Certificate of Competency (ICoC)**

As part of its assessment process, SMT will complete an AMPA on each participant for the units completed as part of the course. Completed AMPA's are a requirement of AMSA and are submitted to AMSA with your completed AMSA application paperwork.

SMT can issue an Interim Certificate of Competency (ICoC) to participants who have successfully completed the courses for a Master up to 24m NC, have been issued with the qualification, have met all of the evidence and sea time requirements of AMSA and have all fees paid.

The following AMSA paperwork and evidence is required to be completed by the participant and submitted to SMT prior to the commencement of the course:

- AMSA 426 Certificate of Competency Application
- AMSA 1850 Certificate of medical fitness for domestic seafarers (must be completed by your qualified medical practitioner)
- AMSA 771 Sea service record
- Proof of identity which includes a current Passport or a driver's licence and birth certificate
- Current photo (SMT will take your photo and verify it)
- Other attached evidence including a current first aid and Marine Radio licence

Within 7 days of an ICoC being issued, SMT will lodge all completed paperwork to AMSA on your behalf. If you do not have all your paperwork completed prior to the commencement of your course, SMT will still lodge your application paperwork to AMSA but you may not be eligible for an ICoC.

**For eligible Tasmanian residents, this training is subsidised by the Department of State Growth, Tasmania**

# MAR40320 Certificate IV in Maritime Operations (Master up to 45m Near Coastal)

## Who is the Qualification for?

This qualification is for people who wish to work as a Master up to 45 metres Near Coastal in the Maritime Industry and act as:

- Command a vessel <45 m long within the Australian Exclusive Economic Zone (EEZ)
- Command a vessel <100 m and <3000 GT in inshore waters
- Act as Chief Mate or deck watchkeeper on a vessel <100 m and <3000 GT within the EEZ
- Undertake the duties and perform the functions of a General Purpose Hand NC

## Qualification requirements

As there is an AMSA licencing requirement for participants to have sea time accrued as a Master up to 24 metres, (currently offered as MAR30921 Certificate III in Maritime Operations (Master up to 24 metres Near Coastal) SMT has tailored its course for participants who have:

- a qualification equivalent or recognised as Master up to 24m and additional 360 days QSS on commercial vessels ≥12 m long, including 240 days as person in charge of a navigational

The experience combined with the course's duration exceeds the volume of learning requirements of the qualification.

For more information about Master up to 45m (NC) CoC including sea service requirements, see the AMSA website [www.amsa.gov.au](http://www.amsa.gov.au) or contact the SMT office.

## How will I be trained and assessed?

SMT provides this training by working with participants to recognise and build on their existing skills and knowledge. Training and assessment are conducted in a classroom environment, workshop and on vessels, activities will include:

- written and verbal assessments\* of underpinning knowledge;
- written assignments;
- simulated workplace scenarios using vessel simulators;
- simulated activities conducted in the classroom assessment; and
- demonstrations of practical skills and knowledge completed on board a vessel

### **What will I learn?**

All participants must complete the Master up to 45m NC course and are required to complete self-study and assignments. This course covers theoretical and practical knowledge of the following:

- Slipping and Docking vessels
- Vessel maintenance
- Navigation and Position Determination
- Passage Planning
- Meteorology
- Wheelhouse Equipment and Electronic Navigation Aids
- Watch keeping
- Vessel Design and Construction
- Vessel Regulations and handling
- Environmental management
- Maintaining Vessel Stability
- Cargo Operations
- Crew and vessel management
- Propulsion and Machinery operation and management
- Working at heights and Confined Space Entry

### **How much will the Qualification cost?**

People who enrol into MAR40320 Certificate IV in Maritime Operations (Master up to 45 metres Near Coastal) will pay one course fee. This fee will depend on the level of government subsidies received and your previous qualifications. There are also other fees that will need to be paid directly to AMSA for your licence application. Please speak to a member of the SMT staff or visit our website for more fee information.

### **How long will the Qualification take to complete?**

Most people who enrol in MAR40320 Certificate IV in Maritime Operations (Master up to 45 metres Near Coastal) complete the qualification over an 4-week duration which incorporates intensive supervised training and assessment. During the course classes will be held each day between 9am and 5pm, 5 days a week. Participants should also expect to complete some self-study and assignments outside of class hours.

**Please contact SMT to confirm prior to booking.**

All equipment, training and assessment materials that participants need will be provided by SMT. Participants must bring their own writing materials and wear work-style clothing and enclosed footwear suitable for a Vessel and wet weather gear appropriate for the weather conditions forecast. As part of your practical assessments, you will be conducting an overnight voyage, you will need your own personal effects such as toiletries, additional clothing and possibly bedding depending on the vessel used for this voyage.

**What sort of credential(s) do I get if I successfully complete the course?**

AMSA requires the following for Certification as a Master less than 45 metres Near Coastal:

- Achievement of MAR40320 Certificate IV in Maritime Operations (Master up to 45 metres Near Coastal)
- Certificate as a Master less than 24 metres Near Coastal
- An appropriate radio certificate of proficiency
- Completed AMSA Task Book and or Approved Sea Service
- AMSA approved first aid certificate
- AMSA final assessment (AMSA will contact you once all your paperwork is approved to book in a time for your final oral assessment - fees apply)

Participants are required to successfully complete 22 units of competency to be issued with a MAR40320 Certificate IV in Maritime Operations (Master up to 45 metres Near Coastal), those units are made up of the 18 units from the Master up to 45m NC and 4 units from ESS.

For more information about certification and requirements, please check with the Australian Maritime Safety Authority (AMSA).

**Master up to 35m NC units:**

- HLTAID011 Provide First Aid
- MARA022 Manage loading, discharging and stowing of cargo
- MARA024 Manage vessel stability
- MARB030 Slip or dock a vessel and maintain hull on a vessel up to 80 metres
- MARB046 Plan and supervise routine maintenance on a vessel up to 80 metres
- MARC047 Manage a propulsion unit using appropriate engine systems and support services
- MARC048 Monitor and manage vessel operations
- MARC051 Operate deck machinery and steering gear on a vessel up to 80 metres

- MARG007 Manage a small crew
- MARH015 Manage and maintain a navigational watch on board vessels up to 80 metres
- MARH016 Plan and navigate a passage for a vessel up to 80 metres
- MARH017 Use wheelhouse equipment for safe navigation
- MARH019 Forecast weather and oceanographic conditions
- MARI004 Observe regulations to ensure safe operation of a vessel up to 80 metres
- MARJ007 Monitor environmental management on a vessel
- MARK009 Manoeuvre a vessel up to 80 metres
- MARN013 Manage seaworthiness of a vessel up to 80 metres
- RIIWHS202E Enter and work in confined spaces (Training and Assessment delivered by another RTO)

#### **ESS units**

- MARF027 Apply basic survival skills in the event of vessel abandonment
- MARF028 Follow procedures to minimise and fight fires on board a vessel
- MARF029 Meet work health and safety requirements
- MARF030 Survive at sea using survival craft

**For eligible Tasmanian residents, this training may be subsidised by the Department of State Growth, Tasmania.**



# MAR30821 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)

## Who is the Qualification for?

This qualification is suitable for people who wish to work as a Marine Engine Driver Grade 2 Near Coastal in the maritime industry in the capacity of:

- Perform the duties of Chief Engineer on a vessel with an inboard engine with propulsion power <750 kW in waters to the outer limits of the EEZ
- Perform the duties of Chief Engineer on a vessel with an outboard engine with unlimited propulsion in waters to the outer limits of the EEZ
- Perform the duties of Second Engineer (second in charge of the engine room) on a vessel with an inboard engine with propulsion power <1500 kW in waters to the outer limits of the EEZ
- Assist an engineer in any tasks that may be required on board while working under the general supervision of the person in charge of the vessel's engines to the outer limits of the EEZ
- Work in the engine room of a vessel with an inboard engine with propulsion power <3000 kW to the outer limits of the EEZ

## Qualification requirements

As there is an AMSA licencing requirement for participants to have sea time accrued consisting of:

- 180 days with a completed AMSA task book or
- 360 days qualifying sea service or 180 days qualifying sea service while holding a Cox 1, Cox 2 500kW or MED3

## How will I be trained and assessed?

Training and assessment are conducted in a classroom environment, workshop and on vessels, activities will include:

- written and verbal assessments\* of underpinning knowledge;
- written assignments;
- simulated workplace scenarios using vessel simulators;
- simulated activities conducted in the classroom assessment; and
- demonstrations of practical skills and knowledge completed on board a vessel

### **What will I learn?**

The qualification covers theoretical and practical knowledge of the operations of mechanical equipment in an engine room of a small vessel including:

- marine diesel engines and their fittings, shafting and propellers;
- preparing marine diesel engines for use;
- precautions necessary for the prevention of fire or explosion associated with the use of petrol, L.P. gas and distillate and with the charging of batteries;
- actions to be taken in the event of fire or explosion, including the use of firefighting appliances;
- cooling water and fuel systems, bilge pumping arrangements;
- care of low-voltage electrical systems, including batteries;
- fuel consumption; estimation and calculation; and
- communication knowledge, skills required to write simple work-related documents

### **How much will the Qualification cost?**

People who enrol into MAR30821 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 near Coastal) will pay one course fee in which the Elements of Shipboard Safety and First Aid course fee has been incorporated. The latest course dates and fees are available from SMT.

### **How long will the Qualification take to complete?**

Most people who enrol in MAR30821 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 near Coastal) have substantial prior experience and complete the qualification in eighteen workshop days which includes the 2 days for the ESS course and 1 day for the first aid course. Where the candidate is enrolling as a trainee it is expected that these days will be scheduled within a one-year period.

Participants should also expect to complete some self-study and assignments outside of class hours.

**Please contact SMT to confirm prior to booking.** During the course classes will be held each day between 9am and 5pm, 5 days a week.

All equipment, training and assessment materials that participants need will be provided by SMT. Participants must bring their own writing materials and wear work-style clothing and enclosed footwear suitable for a Vessel and wet weather gear appropriate for the weather conditions forecast.

## What sort of credential(s) do I get if I successfully complete the course?

AMSA requires the following for Certification as a Marine Engine Driver Grade 2:

- Achievement of MAR30821 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)
- An appropriate radio certificate of proficiency
- Completed AMSA Task Book and or Approved Sea Service
- AMSA approved first aid certificate
- AMSA final assessment (AMSA will contact you once all your paperwork is approved to book in a time for your final oral assessment - fees apply)

Participants are required to successfully complete 17 units of competency to be issued with a MAR30821 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal), those units are made up of the 12 units from the Marine Engine Driver Grade 2, 4 units from ESS and 1 unit from the First Aid course. Units are listed below:

- MARB031 Maintain internal combustion engines, propulsion plant and auxiliary systems
- MARB032 Undertake basic maintenance of electrical systems
- MARC033 Complete engine room tasks
- MARC034 Maintain hull out of water
- MARC035 Operate and maintain extra low and low voltage electrical systems and equipment
- MARC036 Operate deck machinery
- MARC039 Operate marine internal combustion engines, and propulsion and auxiliary systems
- MARC040 Manage fuel systems
- MARC041 Operate and monitor marine internal combustion engines, propulsion plant and auxiliary systems
- MARC042 Operate electrical systems
- MARJ006 Follow environmental work practices
- BSBTWK201 Work effectively with others

### ESS units

- MARF027 Apply basic survival skills in the event of vessel abandonment
- MARF028 Follow procedures to minimise and fight fires on board a vessel
- MARF029 Meet work health and safety requirements
- MARF030 Survive at sea using survival craft

### First Aid

- HLTAID011 Provide First Aid



For eligible Tasmanian residents, this training may be subsidised by the Department of State Growth, Tasmania

# Traineeship Courses

## Biosecurity and Induction

### Who is the course for?

The course is designed primarily for participants who are undertaking a Certificate III Traineeship (Shellfish or Finfish) as an induction into the qualification and introduction to biosecurity.

### Course requirements

To enrol in this course, you must be employed in the aquaculture industry and attend this course within 3 months of starting the traineeship.

### What will I learn?

This course has 2 key parts to its delivery of information as commencement of training, no assessment is required within this course.

#### Part 1 Induction into the traineeship

- Completing required paperwork as part of contracting with ANP
- Review responsibilities and roles of the training
- Understanding LLN, travel allowance and hours
- Review and sign off on training plans

#### Part 2 Introduction into Biosecurity

- Understanding general biosecurity issue and requirements of the workplace
- Identification and reporting of diseases and pests

The ANP – Apprenticeship Network Provider attends this session to provide further details and contract information for those who require contracting onto the traineeship.

Traineeships are supported by the employer whilst in employment, eligibility for traineeships is subject to meeting the residency and employment criteria.

Food Safety – Shellfish Trainees only

### **Who is the course for?**

The course is designed primarily for participants who are undertaking a Traineeship (Shellfish) and is for workers who are employed in the seafood and aquaculture industry with some experience in jobs like the following:

- aquaculture attendants or technicians
- hatchery attendant
- leading hand
- deckhand
- skipper

### **Course requirements**

To enrol in this course, you must be employed in the aquaculture industry. There are no formal prerequisites for this course.

### **What will I learn?**

This course contains practical and theory in the following topics:

- basic food handling and food safety
- maintaining the temperature of seafood

### **How will I be trained and assessed?**

SMT's training and assessment is very practical and is conducted in a classroom environment.

activities include:

- verbal and written assessments\* of underpinning knowledge;
- practical demonstrations
- workplace logbook assessment

### **How long is the course?**

This is a 1-day course (9am – 5pm). All equipment, training and assessment materials that participants need will be provided by SMT. Participants must bring their own writing materials.

### **What sort of credential(s) do I get if I successfully complete the course?**

Participants who successfully complete all the written, practical and workplace assessments will receive the 2 following units issued as part of their qualification:

#### **Aquaculture specialist unit:**

- SFIXSI101 Apply basic food handling and safety practices
- SFIXSI202 Maintain the temperature of seafood

### **What are the course schedule and fees?**

Most people who enrol in this course are a trainee and their training and assessment costs are met by their employer. These costs are detailed in individual contracts between SMT and the employer. There is no cost to the individual trainee. Course dates are negotiated on enrolment and will be contained in a Training Plan.

Participants who are not trainees and are approved, pay a fee negotiated with SMT on enrolment. Contact SMT for details.

## **Workplace Health & Safety**

### **Who is the course for?**

This course is for workers who are actively employed in the seafood industry, designed primarily for trainees and includes assessment in the workplace.

### **Course requirements**

To enrol in this, course participants must be employed in the aquaculture, fishing or processing industries. There are no formal prerequisites for this course.

### **What will I learn?**

This course contains practical and theory in the following:

- communicating in a workplace
- workplace occupational health and safety (WHS) requirements including legislation

### **How will I be trained and assessed?**

SMT's training and assessment is a mixture of practical and theory and is conducted in a classroom environment, activities include:

- verbal and written assessments\* of underpinning knowledge;
- simulated workplace assessments
- workplace Logbook Assessment

### **How long is the course?**

This is a 1-day course (9am – 5pm). All equipment, training and assessment materials that participants need will be provided by SMT. Participants must bring their own writing materials.

### **What sort of credential(s) do I get if I complete the course?**

Participants who successfully complete all of the written, practical and workplace assessments will receive the 3 following units issued as part of their qualification:

- SFIXSI201 Work effectively in the seafood industry
- SFIWHS301 Contribute to workplace health and safety processes
- SFIAQU309 Carry out emergency procedures

### **What are the course schedule and fees?**

Most people who enrol into this course are trainees, their training and assessment costs are met by their employer. These costs are detailed in individual contracts between SMT and the employer. There is no cost to the individual trainee. Course dates are negotiated on enrolment and will be contained in a Training Plan. Participants who are not trainees pay a fee negotiated with SMT on enrolment. Contact SMT for details.

## **Husbandry and Production Course (Finfish/Shellfish)**

### **Who is the course for?**

This course is for participants who are actively employed in the aquaculture industry and is designed primarily for trainees who are enrolled in SFI30119 Certificate III in Aquaculture as it includes assessments both in the classroom and in the workplace.

## Course requirements

To enrol into this course you must be employed in the aquaculture industry. There are no formal prerequisites for this course.

## What will I learn?

This course contains practical and theory in the following:

- Working effectively in the aquaculture industry
- Aquaculture stock handling, production planning
- Interacting with predators and pests, identifying diseases
- Biosecurity
- Water quality and environmental monitoring
- Stock holding structures and maintenance
- Manipulating stock culture environments and monitoring stock and environmental conditions

## How will I be trained and assessed?

SMT's training and assessment is very practical and is conducted in a classroom environment and in the workplace, activities include:

- verbal and written assessments\* of underpinning knowledge;
- workplace logbook assessment

## How long is the course?

The course is split into 2 parts, Husbandry 2 days and Production 2 days (9am – 5pm). This provides the trainee and employer to select dates from the schedule that work with operational requirements. All equipment, training and assessment materials that participants need will be provided by SMT. Participants must bring their own writing materials.

## What sort of credential(s) do I get if I successfully complete the course?

Participants who successfully complete all the written, practical and workplace assessments will receive the following units issued as part of their qualification:

### Aquaculture units finfish trainees:

SFIAQU205 Monitor water quality

SFIAQU207 Monitor stock and environmental conditions





- SFIAQU211 Maintain stock culture, holding and farm structures
- SFIAQU302 Construct or install stock culture, holding and farm structures
- SFIAQU303 Monitor stock handling activities
- SFIAQU304 Maintain water quality & environmental monitoring
- SFIAQU310 Apply control measures for predators and pests
- SFIAQU315 Apply control measures for disease

**Aquaculture units Shellfish trainees:**

- SFIAQU205 Monitor water quality
- SFIAQU207 Monitor stock and environmental conditions
- SFIAQU211 Maintain stock culture, holding and farm structures
- SFIAQU302 Construct or install stock culture, holding and farm structures
- SFIAQU303 Monitor stock handling activities
- SFIAQU304 Maintain water quality & environmental monitoring
- SFIAQU310 Apply control measures for predators and pests
- SFIAQU315 Apply control measures for disease
- SFIAQU305 Monitor harvest and post-harvest activities

**What are the course schedule and fees?**

Most people who enrol into this course are trainees and their training and assessment costs are met by their employer. These costs are detailed in individual contracts between SMT and the employer. There is no cost to the individual trainee. Course dates are negotiated on enrolment and will be contained in a Training Plan. Participants who are not trainees pay a fee negotiated with SMT on enrolment. Contact SMT for details.

## Qualification Information

### SFI30119 Certificate III in Aquaculture

**Who is the Qualification for?**

SFI30119 Certificate III in Aquaculture includes assessment in the workplace and is offered by Seafood & Maritime Training (SMT) for workers who are actively employed in the finfish or shellfish aquaculture industry (including hatcheries) in jobs like the following:

- farm attendant
- technician
- leading hand
- shift or team leader
- supervisor

### Qualification requirements

To receive a SFI30119 Certificate III in Aquaculture participants are required to complete 16 units of competency as follows:

- 3 core units and 13 elective units

### Qualification delivery arrangements

The units of competency in SFI30119 Certificate III in Aquaculture are delivered and assessed in a set of SMT courses (see table below), with some assessments conducted in the workplace.

As part of the structure of the qualification, 12 units are completed via the short courses required\*.

The remaining 4 units are made up from other short courses selected when negotiating the training plan, with courses that will be supported by the employer and SMT.

- Information regarding the training and assessment of those courses selected can be found in the relevant section in the Qualifications and Courses Book.

### How will I choose which courses to take in my Qualification?

Every participant in SFI30119 Certificate III in Aquaculture will have a Training Plan developed, this is negotiated with the Trainee, Employer and SMT. Participants and their employers select the courses the participant will take and prepare their Training Plan during a meeting with an SMT representative.

All participants must attend and successfully complete the compulsory courses for either Shellfish or Finfish.

SMT Course	Units
<b>Finfish Trainees</b>	
Biosecurity and Induction	2 cores commenced*
WHS	2 core and 1 elective
Finfish Husbandry and Finfish Production	8 electives and 2 cores* commenced
<b>Shellfish Trainees</b>	

<b>SMT Course</b>	<b>Units</b>
WHS	2 core and 1 elective
Food Safety Course	2 elective units
Shellfish Husbandry	10 elective units

<b>SMT Courses to be chosen from as extra electives</b>	<b>Units</b>
Forklift Course*	1 elective unit
First Aid Course*	1 elective unit
Deck Lifting and Machinery Appliance Course	1 elective unit
Use Waders Safely Course*	1 elective unit
Elements of Shipboard Safety Course*	4 elective units
Coxswain Deck Course*	up to 5 elective units**
Coxswain Navigation Course*	1 elective unit
Coxswain Engineering Course*	2 elective unit
Long Range Certificate of Proficiency Course*	1 elective unit

**\* Details about each of these courses and the associated units of competency can be found in the ‘SMT Courses’ section of this Book.**

**\*\* Additional units of competency above the requirements of this qualification will be recognised with a statement of attainment.**

### **How will I be assessed?**

Participants in SMT’s SFI30119 Certificate III in Aquaculture will be assessed:

- during off-the-job training sessions by demonstrating their skills and answering questions;
- demonstrating their skills and answering questions in the workplace

Participants will also be required to work with their workplace supervisor to maintain a SFI30119 Certificate III in Aquaculture Workplace Logbook.

More details about assessments for each chosen course can be found in the ‘SMT Courses’ section of this Book.

### **How much will the Qualification cost?**

Most people enrol into SFI30119 Certificate III in Aquaculture as a trainee and their training and assessment costs are met by their employer. These costs are detailed in individual contracts between SMT and the employer. There is no cost to the individual trainee.

### **What equipment will I need?**

All the equipment, training and assessment materials that participants need will be provided by SMT and/or participants' employers. Participants are required to provide their own writing materials.

### **What support will I get during my training?**

Each participant will have regular contact with SMT's Trainer/Assessor and staff whilst attending off the job training, including regular (2 per year) site visits to monitor the participant's progress.

During workplace visits the SMT representative will work with the participant to:

- discuss planned training and assessment;
- discuss progress and provide feedback, including:
  - completing any outstanding assessments; and
  - checking that training schedules are current and reviewing the training plan

Participants are also encouraged to discuss any of the above with staff when attending training at SMT. Participants are encouraged to call the CEO or Training Officer at any time with any questions or if requiring assistance or support.

The SMT representative will also work with the workplace supervisor to:

- answer any questions about the level of performance required for tasks listed in the Workplace Assessment Logbook;
- check that site evaluation forms are complete and current;
- check that supervisor/assessor suitability forms have been completed for all logbook signatories;
- check that training schedules are current and review the Training Plan

### **How long will the Qualification take to complete?**

Most people who enrol in SFI30119 Certificate III in Aquaculture take around two years to complete the qualification.

### **Where can I get more information about these courses?**

This Book includes details on each course. Ask a member of staff if you have any questions.

# SFI40119 Certificate IV in Aquaculture

## Who is the Qualification for?

SFI40119 Certificate IV in Aquaculture is primarily for workers who are actively employed in the Aquaculture industry and want to further their learning and workplace responsibilities in a supervisory or managerial level. Learners will be trained to be responsible for ensuring aquaculture business processes comply with legislation and workplace requirements. They will also use their knowledge and skill to problem solve, plan for future work activities, and take responsibility for others.

The environments in which these learners work include:

*Aquaculture farms*

*Hatcheries and nurseries*

*Live post-harvest holding facilities, such as processing plants, wholesalers, or transporters*

All work is carried out to comply with workplace procedures, according to state/territory health and safety, food safety, biosecurity and environmental regulations, legislation and standards that apply to the workplace.

Seafood and Maritime Training (SMT) offer this course as 5 (2 day) workshops and assessments in the workplace.

## Qualification requirements

To receive a SFI40119 Certificate IV in Aquaculture, participants are required to complete 15 units of competency. Learner's in SMT's SFI40119 Certificate IV in Aquaculture undertake the following:

- 3 core units;
- 12 other elective units ( these units are preselected by SMT and have been designed to cover the most beneficial learning requirements for the aquaculture industry. Note: credit transfer maybe available)

The units have been chosen from the qualification by SMT after discussions with aquaculture industry groups.

### Core units:

ACMWS401 Maintain workplace health and safety processes

SFIAQA407 Coordinate sustainable aquacultural practices

SFIBIO401 Apply aquaculture biosecurity measures.

### Elective Units:



AHCBUS407 Cost a project

AHCWRK403 Supervise work routines and staff performance

BSBHRM413 Support the learning and development of teams and individuals

BSBLDR413 Lead effective workplace relationships

BSBLDR414 Lead team effectiveness

BSBSTR402 Implement continuous improvement

SFIAQA402 Coordinate construction or installation of stock culture, holding and farm structures

SFIAQU405 Develop emergency procedures for an aquaculture enterprise

SFIAQU408 Supervise harvest and post-harvest activities

SFIAQU409 Implement, monitor and review stock production

SFIAQU411 Develop and implement a stock health program

SFIEMS401 Implement and monitor environmentally sustainable work practices

### **Qualification delivery and assessment arrangements**

SFI40119 Certificate IV in Aquaculture is delivered by Seafood and Maritime Training (SMT) through five (2 day) workshops and through workplace assessments. SMT trainers provide support to learners in their workplaces to help them complete the course successfully.

Workshops take place five times a year with each workshop taking two days. Workshops cover all the core and elective units. Workshops combine similar units to give an overall training experience focusing on such elements as Human Resources, Finance, Aquaculture Risk, Teamwork, Leadership, Planning, Coordination as well as Stock Monitoring and Management.

Learners are assessed during visits from SMT's trainers and assessors where additional evidence for the competencies may be collected in relation to their daily tasks.

Learners will be required to complete written assignments, collect workplace documentation, and complete workplace projects.

Assessments are designed to reflect the individual's workplace and to add value to their role within the organisation. Work that learners complete for their employer can be used as evidence of competence where possible and can include work before enrolment.

Learners are also able to discuss recognised prior learner or credit transfers with their assessors.

### **How will I enrol?**

Please contact SMT directly to discuss enrolment in SFI40119 Certificate IV in Aquaculture.

Traineeships are set-up through an Australian Apprenticeship Centre.

### **How much will the Qualification cost?**

SFI40119 Certificate IV in Aquaculture is generally enrolled as part of a traineeship with a tuition fee covered by the employer. These costs are detailed in individual contracts between SMT and the employer. There is no additional cost to the trainee.

Participants who are not trainees will pay the full fee to undertake the workshops and assessments.

### **How long will the Qualification take to complete?**

Most people who enrol in SFI40119 Certificate IV in Aquaculture take around two years to complete the qualification.

## **SFI30319 Certificate III in Seafood Post Harvest Operations**

### **Who is the Qualification for?**

SFI30319 Certificate III in Seafood Post Harvest Operations includes assessment in the workplace and is offered by Seafood & Maritime Training (SMT) for workers who are actively employed in the seafood industry.

### **Qualification requirements**

To receive a SFI30319 Certificate III in Seafood Post Harvest Operations, participants are required to complete 16 units of competency. Participants in SMT's SFI30319 Certificate III in Seafood Post Harvest Operations take:

- 5 core units;
- 11 other elective units

### **Qualification delivery arrangements**



The units of competency in SFI30319 Certificate III in Seafood Post Harvest operations are delivered and assessed in:

- a 1-day SMT WHS Course that is conducted at an SMT training facility away from the workplace;
- a 1 day SMT Food Safety Course that is conducted at an SMT training facility away from the workplace: and for the remaining 13 units
- a combination of on-the-job coaching and 5 days of training and assessment in ‘off-the-job’ workshops held in the workplace. These workshops are scheduled to meet workplace needs and to fit workplace production schedules.

Each participant and his/her employer may choose additional SMT courses – Note: these courses are in addition to the requirements for SFI30319 Certificate III in Seafood Post Harvest Operations and are listed below.

Participants will be assessed during these training sessions and during their daily work in the workplace. Information about the training and assessment for the WH&S Course and the optional courses can be found in the section on these courses in this Qualifications and Courses Book. This information includes the licences that are attached to successful completion of some courses.

**How will I enrol and decide which additional courses to take?**

Every participant in SFI30319 Certificate III in Seafood Post Harvest Operations is required to have a Training Plan. Participants and their employers agree to the units of competency the participant will take and prepare their Training Plan during a meeting with an SMT representative.

All participants take **this course** and **these units of competency**:

<p><b>WHS Course*</b></p> <p>SFIWHS301 Contribute to workplace health and safety processes</p> <p>SFIXSI201 Work effectively in the seafood industry</p>	<p>2 core units</p>
<p><b>Food Safety Course</b></p> <p>SFIXSI101 Apply basic seafood handling and safety practices</p> <p>SFIPRO301 Monitor hygiene and sanitation requirements</p> <p>SFISTR302 Supervise storage of temperature-controlled stock</p>	<p>3 core units</p>



<p><b>Elective units (choose 11)</b></p> <p>FBPFYS3001 Monitor the implementation of quality and food safety programs</p> <p>FBPOPR3006 Operate interrelated processes in a packaging system</p> <p>FBPOPR3005 Operate interrelated processes in a production system</p> <p>SFIEMS401 Implement and monitor environmentally sustainable work practices</p> <p>FBPOPR2070 Apply quality systems and procedures</p> <p>SFIPRO302 Handle and Pack Sashimi-grade Fish</p> <p>SFIPRO401 Evaluate a Batch of Seafood</p> <p>FBPFYS3002 Participate in a HACCP team</p> <p>FBPOPR2056 Operate a Freezing Process</p> <p>FDFOPT2010A Work with Temperature Controlled Stock</p> <p>FBPOPR2023 Operate a Packaging Process</p> <p>SFISTR202 Receive and distribute product</p> <p>SFTXINV004 Control stock</p>	<p>11 electives</p>
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Participants and their employers may also choose from these courses – Note: these courses are in addition to the requirements for SFI30319 Certificate III in Seafood Post Harvest

Operations:

SMT Course	Units
Forklift Course*	1 elective unit
First Aid Course*	1 elective unit

**\*Details about each of these courses can be found in the ‘SMT Courses’ section of this Book.**

### How will I be assessed?

Participants in SMT’s SFI30319 Certificate III in Seafood Post Harvest Operations will be assessed:

- during off-the-job training sessions by demonstrating their skills and answering questions;
- demonstrating their skills and answering questions in the workplace

Participants will also be required to work with their workplace supervisor to maintain a SFI30319 Certificate III in Seafood Post Harvest Operations Workplace Observation Booklet.

### **How much will the Qualification cost?**

Most people enrol in SFI30319 Certificate III in Seafood Post Harvest Operations as a trainee and their training and assessment costs are met by their employer. These costs are detailed in individual contracts between SMT and the employer. There is no cost to the individual trainee.

Participants who are not funded trainees will pay the full fees for each of the SMT courses that they take as part of the qualification.

### **What equipment will I need?**

All the equipment, training and assessment materials that participants need will be provided by SMT and/or participants' employers. Participants are required to provide their own writing materials.

### **What support will I get during my training?**

Each participant will have regular contact with SMT's Trainer Assessor and staff whilst attending off the job training, including regular (3 per year) site visits to monitor the participant's progress.

During workplace visits the SMT representative will work with the participant to:

- discuss planned training and assessment;
- discuss progress and provide feedback, including:
  - completing any outstanding assessments; and
  - checking that training schedules are current and reviewing the training plan

Participants are also encouraged to discuss any of the above with staff when attending training at SMT. Participants are encouraged to call the CEO or Training Officer at any time with any questions or if requiring assistance or support.

The SMT representative will also work with the workplace supervisor to:

- answer any questions about the level of performance required for tasks listed in the Workplace Observation Booklet;
- check that site evaluation forms are complete and current;
- check that supervisor/assessor suitability forms have been completed for all logbook signatories;
- check that training schedules are current; and
- review the Training Plan

### **How long will the Qualification take to complete?**



Most people who enrol in SFI30319 Certificate III in Seafood Post Harvest Operations take around two years to complete the qualification.