

Seafood & Maritime Industries Training
2017 Student Handbook



Seafood & Maritime Industries Training Ltd.
PO Box 36948 Winnellie, Northern Territory 0821 AUSTRALIA
Phone: (08)8984 4522
Website: www.smit.com.au Email: admin@smitech.com.au
National Provider No. 1112

WELCOME

Starting a new training course or career can be exciting and also overwhelming. Whether you are an experienced seafarer or new to the Maritime Industry, SMIT can help you achieve your training goals.

Not knowing what you need or where to find it is a common experience. Our friendly staff is here to help you with any questions you may have. No matter how small or complex your enquiry is, we will be able to assist. We have a wide variety of material available on request to enhance your learning.

We hope you enjoy your time at SMIT and trust you will find the experience both positive and rewarding. We encourage you to make use of all our services available and look forward to seeing you during your study.

Management and staff at SMIT



Photo on front cover – SMIT's simulator

About Us

Seafood & Maritime Industries Training Ltd. is a not-for-profit, industry based provider established in 1995. It provides a range of training courses as well as being involved in national projects for the development of the maritime certificate curriculum.

Seafood & Maritime Industries Training Ltd (SMIT) is a progressive Registered Training Organisation providing training for people involved in maritime transport, seafood (fisheries), hospitality and tourism industries as well as oil and gas.

Courses are accredited by the Australian National Training Authority. The Maritime qualifications gained through SMIT are credit transferable and articulated all around Australia.

Core training includes certification courses for marine qualifications in accordance with the National Standards for Commercial Vessels for Masters, Skippers and Engineers for vessel operations.

SMIT is endorsed to facilitate the new national MAR (Maritime - Release 4) Industry Training Package and offers certificates in the following qualifications:

- MAR30913 Certificate III in Maritime Operations (Master up to 24 metres Near Coastal)
- MAR30813 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)
- MAR20413 Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal)
- MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)
- MAR10413 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal)

A current AMSA recognised First Aid Certificate is a pre-requisite for most Maritime Qualifications. (Please refer to course guidance notes for pre-requisites)

A Qualification Testamur (Certificate of Completion) will be issued by SMIT only after completion of all units within the qualification.

If a student should leave prior to completing the course, they have a 12 month period to complete the course.

Other programs include Radar (Also part of the Master <24m Course) Long Range and Short Range (VHF) Marine Radio Operator and Shipboard Safety Skill Set.

Courses are generally conducted face-to-face at the SMIT facilities. Training resources include printed materials and electronic media presentations. If practical training on a vessel is required, your trainer will provide you with the required information.

Professional development programs for trainers, supervisors, executives and managers are available and every effort is made to provide for innovative and flexible methods of training. The Organisation can customise courses for industry, community and individual requirements and deliver at your work place or at SMIT facilities. The teaching staff comprise of highly trained assessors and work place trainers who also hold professional qualifications in the maritime and seafood industries.

USI – Unique Student Identifier

If you're studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI).

Your USI links to an online account that contains all your training records and results (transcript) that you have completed from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results (transcript). One of the main benefits of the USI is the ability to provide students with easy access to their training records and results (transcript) throughout their life.

You can access your USI account online from your computer, tablet or smart phone anytime.

Go to <http://usi.gov.au/Students/Pages/default.aspx> for more information.

You can apply for the USI yourself, or SMIT can obtain a USI on your behalf as part of your enrolment process when you begin studying.

General Facilities

SMIT's training centre has been designed with the student in mind. All classrooms and student areas of SMIT are air-conditioned. For your comfort we recommend you bring a jacket in case you feel cold in the air-conditioning.

Chilled filtered water, tea, coffee and biscuits are provided.

You will need to bring your own lunch (unless it is specified that lunch is included in your course).

Toilet facilities are located close to the classrooms.

For all other amenities such as computers, photocopiers and telephones, we ask that you seek assistance from a staff member before any use of the equipment.

Entry and Exit

Entering and leaving the classroom should be via the rear door of the SMIT building.

For all enquiries and assistance please use the front door to reach the front office reception.

Parking

Parking at SMIT is generally easy. Please park on the SMIT side of the road. A map indicating where to park is printed on the back of this brochure.

Studying at SMIT

All students are advised that you are personally responsible for, and comply to, all Governmental prerequisites and regulations with regard to the examinations and the issue of Maritime Qualifications (Certificate of Competence) by the Marine Safety Branch (or equivalent body) of the State or Territory of Australia.

It is your responsibility to check for your exam results and the collection of certificates.

Before the commencement of your study at SMIT you must contact the Marine Branch first to see if you have the required sea time to sit the exams. The sea-time application is to be submitted prior to commencement. Please allow up to 10 days for your application to be approved.

Contact the Marine Branch Ph: (08) 8924 7100

Please talk to the staff at SMIT if you have any questions regarding recognition of prior learning.

Language assistance

English language, literacy and numeracy support is offered to learners who do not speak English as a first language - and to other groups who require assistance to become proficient in the use of industry specific language.

What You Need to Bring

Notebook, calculator, eraser, pens, ruler, parallel rule set and protractor. Please contact SMIT front office or speak to your trainer to discuss any other material you may need to bring.

Keeping Appointments

Please be punctual and if you are unable to attend please contact SMIT front office as soon as possible.

Class times are 8:00 am till 4:00 pm weekdays.

Fees

Payment is required on enrolment or before commencement of the course. Alternatively, SMIT staff is happy to discuss a payment plan with you.

A certificate will not be issued until full payment has been received.

We accept Cash, cheque, Credit Card, EFTPOS, and bank transfer.

SMIT will print a copy of your original Certificate without cost upon request.

Exam resits for students who fail their assessment in the first sitting, are provided free of charge.

If extra tuition is required to achieve competency, an hourly fee of \$40 will apply.

SMIT guarantees courses will be delivered in full, once the course has commenced.

Health and Safety

SMIT maintains a safe and healthy work and study environment.

Emergency first aid equipment is available onsite and your trainer will advise you how to use it.

Many SMIT staff members are Senior First Aid qualified and are ready and trained to assist you in the event of an accident or emergency. As part of the Territory Work Health Legislation you are required to follow the reasonable directions of your instructors and act safely and professionally at all times.

For any other concerns please talk to a staff member or trainer at SMIT.

Dress Code

Students should dress neatly and tidily and must wear closed-in shoes in the classrooms.

During various training activities long sleeved shirts, trousers, hat and sunglasses as prescribed must be worn.

Assessments Process

Maritime Students - Assessments are oral and written based exams for Marine Safety branch licencing purposes. Your exams will be marked by an appointed SMIT examiner.

Selected applicants will be required to sit for their Oral examination at the Marine Safety Branch.

All radio examinations will be sent to the Australian Maritime College in Launceston. You should receive your licence within three weeks.

Others - Specific instructions will be given by the trainer during the training.

If you have any queries about the outcome of your exams, please speak to your trainer.

Policies and Procedures

Mutual Recognition Policy

SMIT offers Mutual Recognition services in accordance with our obligations under the Act.

SMIT recognises the confirmed, authenticated Statements of Attainment and Qualification Statements or Certificates issued by other registered Training Providers of Nationally Accredited Training as specified in the Act.

Your rights

As a Quality Assured Training Company, you can be sure that SMIT has the services, staff and systems to ensure your rights as a student are fully protected.

SMIT has policies and procedures designed to provide compliance with all State and Federal Acts affecting our operations.

As a student of SMIT you can expect a safe, comfortable, equitable place to engage in your learning. If you experience any problems during your time with SMIT that you feel

affects your rights as a student, please contact a member of staff who will be happy to assist you.

Your Responsibilities

It is your responsibility to be where you should be, on time and with the correct equipment to complete your studies.

You are required to follow the reasonable directions of your instructors and act safely and professionally at all times.

Complaints

Should you feel for any reason that you are disadvantaged, harassed or discriminated against at SMIT, it is important to remedy it effectively.

Please talk to your trainer or the staff at SMIT as soon as possible.

Refund Policy

A student has the ability to claim a refund if a course has been cancelled prior to commencement.

SMIT refunds all fees and deposits made in accordance with Trade Practices Act and the Consumer and Fair Trading Act of the Northern Territory. If you feel you are entitled to a refund on all or part of any service provided by SMIT please discuss your needs with a SMIT staff member.

Confidentiality

SMIT safeguards confidential information on students. Information about a student is not disclosed to a third party without the written consent of the client.

Current and past students may have access to their records at any time upon written request to SMIT.

Code of conduct

All students are required to take instruction from the respective trainers, course coordinators and management and follow the basic code of conduct, and conduct themselves in a fair and responsible manner. All students are required to adhere to current Occupational Health and Safety Requirements.

During various training activities long sleeved shirts, trousers, hat and sunglasses as prescribed must be worn.

Students are not permitted to consume alcohol or illegal drugs during training or within the training environment.

All property within the training environment must be treated with respect.

Reichardt Road

Please park on this side of the road

