

**SEAFOOD & MARITIME**  
**SMIT**   
**INDUSTRIES TRAINING**

**Student Handbook**



**2018**

## **Seafood & Maritime Industries Training Ltd.**

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Winnellie  
Northern Territory 0820 AUSTRALIA

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Website: [www.smit.com.au](http://www.smit.com.au)

Email: [admin@smitech.com.au](mailto:admin@smitech.com.au)

National Provider No. 1112

Office Hours: 8:00 am to 4:00 pm Weekdays

### **Marine Safety Branch Contact Information**

Phone (08) 8924 7100.

Address - Second Floor, Energy House, 18-20 Cavanagh St, Darwin

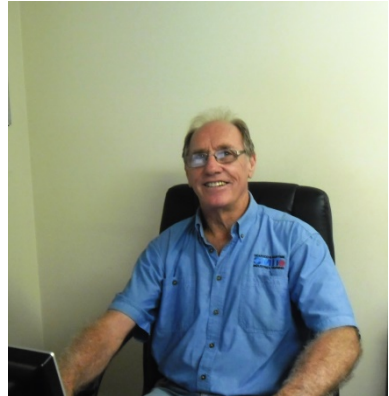
[marine.safety@nt.gov.au](mailto:marine.safety@nt.gov.au)

<https://nt.gov.au/marine/marine-safety>

## *Welcome*

We hope that your experience at SMIT for your particular course assists you to enter the Maritime or Fishing industry, or if you are already involved, the course upgrades your skills to advance in your chosen pathway.

Don't hesitate to ask myself or any of our staff members for assistance or advice in any matter.



Regards  
Peter

*Peter Manning,  
General Manager/Chief Executive Officer/Trainer*

### **SMIT Staff**

General Manager/CEO/Trainer – Peter Manning

Trainer – Robin Croxson

Trainer – Rod Cole

Administration/Reception – Janis Otto

Administration/Reception/IT – Erin Goh

Accounts – Sallianne Thompson

## *About Us*

**Seafood & Maritime Industries Training** was established in August, 1995 and originally located at the Darwin Wharf Precinct. It was moved to the Fisherman's Wharf Precinct at Frances Bay in 1997, and then relocated in January, 2012 to its current location in Winnellie.

The current training facility contains four training rooms, including a specific radio communication training room that houses a Nautis DNV Class full mission bridge simulator. The simulator is designed for specialised ship handling, manoeuvring and Radar training of coxswains.

Seafood & Maritime Industries Training Ltd (SMIT) is a progressive, industry-based Registered Training Organisation providing training for people involved in maritime transport, seafood (fisheries), hospitality and tourism industries as well as oil and gas. SMIT is also a not-for-profit organisation. It provides a range of training courses as well as being involved in national projects for the development of the maritime certificate curriculum.



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.

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 comprises of highly trained assessors and work place trainers who also hold professional qualifications in the maritime and seafood industries.

## Courses offered at SMIT

- **Master up to 24 metres.** This is the equivalent of the Master 5 qualification. You can command a vessel up to 24 meters long in the EEZ. (Exclusive Economic Zone) You can also act as Chief Mater or deck watch-keeper on a vessel up to 35 metres in the EEZ, or, Chief Master or deck watch-keeper in inshore waters on a vessel up to 80 metres. *{MAR30913 Certificate III in Maritime Operations (Master up to 24 metres Near Coastal)}*
- **Marine Engine Driver Grade 2.** You can act as a Chief Engineer on a vessel with propulsion power up to 750kW, in the EEZ, or Second Engineer on a vessel with propulsion power up to 1500kW, in the EEZ. *MAR30813 Certificate III in Maritime Operations {(Marine Engine Driver Grade 2 Near Coastal)}*
- **Marine Engine Driver Grade 3.** This qualification is suitable for people who work in the maritime industry operating as Chief Engineer on vessels with propulsion power up to 500 kW and Second Engineer on vessels with propulsion power up to 750 kW, in the EEZ. *{MAR20413 Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal)}*
- **Coxswain Grade 1.** Those who hold a Coxswain Grade 1 qualification can command a commercial marine vessel up to 12 metres in length with propulsion power that is unlimited for an outboard engine or up to 500 kW for an inboard engine. *{MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)}*
- **Coxswain Grade 2.** Those who work as a Coxswain Grade 2 can command a commercial marine vessel up to 12 metres in length, with propulsion power that is unlimited for an outboard engine or up to 100 kW for an inboard engine that is not carrying passengers. *{MAR10413 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal)}*
- **Marine Radio:**  
 Long Range Operator's Certificate of Proficiency  
 Short Range Operator's Certificate of Proficiency (VHF)
- **Survive at Sea.** This forms part of the Shipboard Safety Skill Set, which SMIT is qualified to deliver, with completion of the Survive at Sea course, and an approved Fire Warden Certificate from an accredited Fire Fighting Registered Training Organisation.

All courses form part of the national MAR (Maritime - Release 4) Industry Training Package. See [www.training.gov.au](http://www.training.gov.au) for complete requirements for each qualification.



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), or Statement of Attainment for Skill Sets will be issued by SMIT only after completion of all units within the qualification/skill set.

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

## **Studying at SMIT**

All students are advised that they are personally responsible for, and comply to, all Governmental pre-requisites 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 should be submitted prior to commencement. Please allow up to ten days for your application to be approved.

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

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

## **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.

When applying for a job or enrolling in further study, you will often need to provide your training records and results (transcript). Having a USI will provide you with easy access to your training records and results (transcript) throughout your life.

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

## **Assessments Process**

Assessments are oral and written based exams for Marine Safety branch licensing purposes. Your exams will be marked by an appointed SMIT assessor.

Those studying Certificate II and III courses 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 for marking and issuing of licences. You should receive your licence within three weeks.

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

## 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).

For use of equipment such as computers, photocopiers and telephones, we ask that you first seek assistance from a staff member.

## Language and Learning Assistance

English language, literacy and numeracy support is offered to learners who do not speak English as a first language, learners who need support in Literacy and/or Numeracy, 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, speak to your trainer or refer to the Course Information Flyer to check for 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.





## **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.

## **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 and act safety and professionally at all times.

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

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

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

## 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 on 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.

## Fees

Payment is required on enrolment or before commencement of the course. Alternatively, SMIT staff is happy to discuss a payment plan with you. We accept Cash, cheque, Credit Card, EFTPOS, and bank transfer.

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



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.

## **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.

## **Dress Code**

Students should dress neatly 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.

## **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.



## 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 front office reception.

## Parking

Park in this area.

You may use the carpark opposite SMIT.

SMIT front entrance. **X**

