

2017/18



DIPLOMA IN  
**Ship Surveying**

Supported by





## **MTA DIPLOMAS**

Boat Building  
Boatyard and Marina Operations  
Health and Safety in Ship Operations  
LNG Shipping  
Maritime Firefighting  
Maritime Law  
Marine Insurance Claims  
Marine Pilotage  
Marine Salvage Operations  
Offshore Operations  
Port State Control  
Professional Superyacht Deckhands  
Restoration of Historic Ships and Boats  
Ship Security  
Ship Surveying  
Shipbuilding & Ship Repair  
Superyacht Management  
Superyacht New Builds  
Superyacht Operations  
Superyacht Refit  
Superyacht Surveying  
Tanker Operations  
Technical Ship Management  
Yacht Brokerage  
Yacht & Small Craft Surveying

*Enhancing Careers  
for a Brighter Tomorrow*

## **SHORT COURSES**

Cargo Surveying  
Conducting an Inclining Test  
Introduction to the Superyacht Industry  
ISM Code  
Marine Incident Investigation  
Maritime Emergency Preparation and Response  
Port State Inspections  
Sales & Rigs  
Surveying Yacht & Small Craft Engines  
Surveying Yacht & Small Craft Systems



# Why choose the Maritime Training Academy?

## **INTERNATIONAL RECOGNITION**

Our long established distance learning courses are endorsed by industry associations and our Diplomas are also recognised by the University of Portsmouth.

## **OUTSTANDING TEACHING**

Our study material is written by industry experts, actively working in their specialist fields. We provide outstanding teaching as a result of extensive research and close links within the maritime industry. Our tutors are practising professionals with strong academic and industry backgrounds, with sector-specific skills and practical experience.

## **WORLD-CLASS LEARNING**

The inspiring thing about studying with us is not just what you learn but how you learn. We have taken flexible learning to a whole new level. We will connect you with the things that inspire you, wherever you are and wherever you come from. Providing high quality distance learning enables you to learn in your own time, at home, on-board or wherever you choose. We are not campus based – reading material is supplied for assignments with regular support from your tutor. We'll challenge you, inspire you, stretch your understanding and make you question ideas that you've always taken for granted – it's truly world-class learning.

## **EXCELLENT SUPPORT AND GUIDANCE**

You'll enjoy full support throughout your studies, with module tutors to guide, advise and offer comprehensive feedback on your course work. Support is offered by MTA staff and fellow students at tutorials, or as part of the global community of students who can be reached through online student forums and social media sites.

## **LATEST INDUSTRY DEVELOPMENTS**

With our strong connections within the marine industry all of our courses are continuously updated to keep up to date with industry changes and developments.

## **VALUE FOR MONEY**

We make sure great learning is also great value, so our tuition fees don't just cover high quality education; they also include support from highly experienced and knowledgeable tutors, access to our online forum and job vacancy listings. Studying with us costs less than studying with campus based Universities or the Open University, especially as you won't need to move away or incur extra expenses for accommodation and travel.

## **LEARN AS YOU EARN**

Most Diploma students work full time and study part time. This flexible route to earning a qualification allows you to do as much study as you can, alongside your job. Building your experience and qualifications at the same time also shows employers how committed you are.

## **CORPORATE PACKAGES**

Whatever your company size, we can offer a range of corporate packages, tailor-made to suit your business needs and training budget.

## **TAILORMADE TRAINING**

Here at MTA we are able to develop bespoke training courses for companies. With our wealth of expertise in the maritime industry we work with many companies providing tailored courses both in-house and at the MTA Centres. We are able to provide a training consultation to identify your needs and after which we develop the programme to meet your objectives.

For more information please contact [ken.lovegrove@maritimetrainingacademy.com](mailto:ken.lovegrove@maritimetrainingacademy.com)

## **HOW THE COURSE WORKS**

One module is released each consecutive month, from the start date. Each module is uploaded onto our student web portal, allowing students to access the material at any stage during their course. The modules are available in a PDF format and students are able to download or print the material when required. Modules can be completed in any order, provided that all assignments are submitted no later than 6 weeks prior to the examination date.

## **YOU ARE NEVER ON YOUR OWN**

Although you work in your own environment, you'll never be on your own. You'll have the opportunity to meet your fellow students in tutorials, online forums and social networking groups.

## **FINANCIAL SUPPORT – PAYMENT PLAN**

Investing in your own future may be one of the best decisions you will ever make, but finding ways to pay tuition fees can be a challenge. That is why we ensure you have fee support through our interest free payment plan service.

## **TOOLS REQUIRED FOR STUDY**

In order to study with us, you will need a computer with reliable access to the internet.

## **ENGLISH FOR LEARNING**

All study material is composed in English. Therefore, you will need to have a good competency of the English language, in order to ensure you're able to study at higher education level.

## **DIPLOMA OR CERTIFICATE?**

The course modular material is identical for both the Diploma and Certificate, all students are required to complete and pass the student assignments. The Diploma student will also be required to sit a 3 hour written examination once they have completed their assignments.

## **UNIVERSITY OF PORTSMOUTH**

Our Diplomas are recognised by the University of Portsmouth. Therefore, students who successfully complete our Diplomas can use them as part of the evidence offered in a portfolio for claiming Accredited Prior Learning (APL), against the University of Portsmouth's partnership programme work based learning degrees.

## **TUITION OUTSIDE THE UK**

Tutorial support will be provided by online forums and email. There may be an opportunity for a face-to-face tutorial meeting depending on the number of students in your area.

## **FLEXIBLE STUDYING**

Our flexible study means that you can vary the pace of study if life gets in the way of learning. It is preferred that you complete the Diploma in 12 months however we can offer a further 6 month extension if required.

## **STUDY TIME**

Each module should take between 10-30 hours to complete with additional time required to complete the student assignments.



“

**I found the Maritime Training Academy course for the Diploma in Ship Surveying to be excellent. It covered all the elements I was looking for with thoroughness and clarity. The modules were written in a no-nonsense, down-to-earth manner.**

Jeremy D. Flebbe – Senior Technologist  
SNC Lavalin Defence

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## Our unique Ship Surveying Diploma is the most advanced distance learning course available within this specialist field.



### Course Director

**Ian Biles** - Managing Director at Maritime Services International.

Ian has led MSI to become one of the world's leading surveying companies. Ian's qualifications include: Master Mariner, RYA Yachtmaster Ocean, Naval Architect (BEng Ship Science) and Business Management (MA Business Management).

### ABOUT THE COURSE

This unique course provides outstanding teaching as a result of extensive research and close links with the surveying industry. With this course you will develop your knowledge of Ship Surveying, enabling you to conduct a survey with effectiveness and efficiency.

Module subjects include essential law, safety and operational surveys, incident and accident investigation along with other essential subjects such as writing the survey report and flag and port state control inspections

Detailed information on module content is available on pages 8-9.

### COURSE STRUCTURE

#### LEVEL ONE – DIPLOMA OR CERTIFICATE

The course consists of 12 modules. All students are required to successfully complete and pass the module assignments. Diploma students will also be required to sit and pass a final examination.

#### LEVEL TWO - PRACTICAL

##### Surveyor's Log Book (SLB)

Level 2 consists of a Surveyor's Log Book (SLB). As a surveyor under training completes each task, he/she gathers evidence to support the experience and learning gained, in a structured manner, guided by the Log Book. Once completed, the Log Book will be submitted to MTA for review.

### Pre-requisites

Students who have passed the MTA Diploma in Ship Surveying or the Diploma in Yacht and Small Craft Surveying. Other equivalent Diplomas will be considered on a case by case basis.

### LEVEL THREE - PEER REVIEW

#### Leading to a CoC issued by MTA

The MTA Peer Review is a detailed oral examination lasting between two to three hours and is graded on a pass/fail basis. The three members Peer committee will ask a series of questions to test the students practical and theoretical knowledge of surveying in their chosen specialist field. Successful completion of the Peer Review is required to achieve the MTA Certificate of Competency in Ship Surveying.

### Pre-requisites

Students need to have completed the Surveyor's Log Book and submitted this along with relevant supporting evidence to the Peer Review Committee at least 3 months prior to the Peer Review.



## WHO'S THE COURSE SUITABLE FOR?

The Diploma in Ship Surveying is suitable for marine surveyors and people working in related areas that wish to learn about this topic. Ideal for the seasoned professional looking to update their knowledge or the novice wishing to learn about his subject for the first time.

## HOW TO ENROL

Register as early as you can for a 1st April 2017 start. The registration period will be kept open until the 30th September 2017. Students can start from the point of enrolment after the 1st April 2017.

## COURSE ENQUIRIES

**Beth Cook**

+44 (0) 1252 739777

[beth.cook@maritimetrainingacademy.com](mailto:beth.cook@maritimetrainingacademy.com)

## ADMISSIONS

+44 (0)1252 739779

[info@maritimetrainingacademy.com](mailto:info@maritimetrainingacademy.com)

## COMMENCEMENT DATE

1st April 2017

## DURATION

Minimum of 12 months

## COURSE COMPLETION DATES

April 2018 and October 2018

## COURSE FEES

### Diploma - £2,300.00

This covers the 12 modules as pdfs, student assignment marking, examination costs and the issuing of a Diploma.

### Certificate - £1,550.00

This includes the 12 modules as pdfs and marking of the student assignments.

### Individual Modules

£250 - Module content only.

£400 - Module content, assessment and certification.

## PAYMENT PLAN

Payment plan subject to application

INTEREST FREE Payment Plan	Diploma Option	Certificate Option
<b>Total cost</b>	<b>£2,300.00</b>	<b>£1,550.00</b>
50% upon registration	£1,150.00	£778.00
25% 3 months after registration	£575.00	£387.50
25% 6 months after registration	£575.00	£387.50

VAT will be added at standard UK rate where applicable.

## EXAMINATIONS FOR DIPLOMA STUDENTS

Students have two examination dates to choose from.

**Dates** - April 2018 or October 2018

**Venue** - UK

**Overseas students** - For overseas students unable to attend our UK examination centre, alternative arrangements can be made to sit the exam in their country of residence. Any additional fees involved will be the students responsibility.

# SYLLABUS

## INTRODUCTION

- An overview of the shipping industry
- Vessels
- Cargoes, passengers and other in the industry
- The regulation of the shipping industry
- Commercial law and International trade
- Marine Insurance
- Ship management
- Marine surveying

## ESSENTIAL LAW

### Part One

- Legal concepts
- Introduction to english law and our legal system
- The law of contract
- The law of tort (negligence)
- Liability in contract and tort
- Responsibilities
- The expert witness and the law of evidence
- Maritime law

### Part Two

- Admiralty law and jurisdiction
- International maritime law
- Shipboard documentation
- Codes of practice for commercially operated yachts
- The flag state
- Collision, and salvage
- Pollution
- Marpol
- Chartering
- Pilotage
- Governmental control of shipping
- Health and safety on board ship
- Marine insurance and claims

### Part Three

- Types of insurance cover
- Claims and the surveyor

## REPORT WRITING FOR MARINE SURVEYORS

- The basis of reports
- Preparing for the report
- Report types
- Writing the report

## THE DIFFERENT TYPES OF SURVEY

- Damage surveys
- Hull and machinery
- Grounding
- Surveying fire damage
- Cargo surveys
- Personal accident and injury
- Audits and compliance inspections
- ISPS Code
- SIRE (Ship Inspection Report) vessel inspection questionnaires for oil tankers, combination carriers, shuttle tankers, chemical tankers, and gas carriers
- CDI (Chemical Distribution Institute)
- Cargo pre-loading survey
- Fitness for purpose survey
- Towage
- Heavy lift
- Tie down
- Other types of survey
- Bunker surveys

## SAFETY AND OPERATIONAL SURVEYS

- A definition of surveying
- International safety standards
- Flag state safety standards
- Introduction to safety standards
- Life saving appliances
- Fire protection, detection and extinction
- Navigational aids and equipment
- The role of classification societies with safety surveys

## INCIDENT AND ACCIDENT INVESTIGATION

- The background to marine incident and accident investigation
- The human factor in incident investigations
- Initial actions in an investigation
- Managing the investigation
- Witnesses and interviews
- Collecting physical evidence

\*MATERIAL IS CONSTANTLY UPDATED WHICH MAY EFFECT THE ORDER IN WHICH MODULES ARE RELEASED

- Human factors
- Analyses, tools and techniques
- Developing conclusions and making recommendations
- Witness interviewing
- The cognitive interview

## **SURVEYING ENGINES AND SHIP SYSTEMS**

- Diesel engines
- Ancillary systems
- Steam plant
- Power transmission
- Control systems
- Anti pollution
- Pumps
- Filters and filtration
- Emergency systems
- Refrigeration
- Electrical systems
- Deck machinery
- Hatch covers
- Units

## **ISM AND ISPS**

- A short history of maritime safety
- International safety management (ISM) Code
- Health and safety on board ship
- Civil and criminal liability
- The code of safe working practices regulations

## **WARRANTY AND INSURANCE SURVEYS**

- Marine insurance
- Warranty
- The different types of warranty survey
- Tugs and towing equipment
- Insurance damage survey
- Collision, speed and angle of blow

## **CARGO SURVEYING**

- What is cargo surveying?
- Surveying tools
- Pre-survey requirements
- Duties of a cargo surveyor
- Documents required
- Terms of sale of goods and their transport insurance
- Mode of transportation
- Forms of conveyance of goods
- Types of packaging
- Types of cargo
- Resolution of claims
- Determination as to how / where loss occurred
- Report writing
- Hague-visby rules
- Role of a claims / loss adjuster
- Health and safety issues

## **FLAG AND PORT STATE CONTROL INSPECTIONS**

- Port state control
- Regions and co-operation between port states
- Port state control inspections
- Deficiencies and detentions
- Commercial implications of port state detentions
- Maritime labour convention

## **SURVEYING THE HULL STRUCTURE**

- Ships' structure
- Structural strength
- Main structural components
- Use of ships' plans
- Determination of condition or extent of damage
- Calculation of steel weight and repair cost
- Presentation of information

# TERMS AND CONDITIONS

## THE COURSE

**Teaching Method** Our courses are delivered by distance learning, unless otherwise stated.

**Course Duration** Commencing April 2017 you have a minimum of 12 months to complete the modules and sit the exam.

## COURSE MATERIAL

**Course Language** Our courses are conducted entirely in English, in verbal and written format.

**Delivery of Modules** Available online via your secure student login.

Every effort will be made by the organisers to upload the modules monthly but due to unforeseen circumstances they cannot be held liable for any delays.

**Presentation** The modules provide the basic knowledge for the whole course. Each module is designed to be self-contained. However, we highly recommend that candidates make every effort to increase their knowledge by reference to other sources.

**Recommended Reading** A reading list will be provided where applicable.

**Access** You agree not to access the Course Material for any reason other than for your personal use and solely for the purpose of study. You agree not to distribute any part or parts of the Course Material in any medium without MTA's prior written authorisation.

## STUDENT ASSIGNMENTS

**Student Assignments** One submitted with each module. They are a compulsory element of the course and must be completed six weeks prior to the exam.

**Self-Assessed Questions** Some modules contain self-assessment questions designed to help candidates consolidate their knowledge.

**Studying Time** We recommend 10 to 30 hours study time per module, with additional time being set aside for completing the student assignments.

## TUTOR SUPPORT

**Tutorials** There will be two tutorial seminars held in **April** and **October 2018**. They are not compulsory but are beneficial and are an excellent opportunity to meet fellow students, the Course Director, authors and tutors.

**Tutors & Authors** To support you during your studies, tutors and authors are available to help with any questions or technical queries by e-mail and student forums.

## ADMINISTRATION

For matters relating to enrolment, payment of fees, change of enrolment details, module mailings, please contact the Course Manager:

Tel +44 (0)1252 739779

Fax on +44 (0)1252 732221

E-mail: [info@maritimetrainingacademy.com](mailto:info@maritimetrainingacademy.com)

## EXAMINATION

Examinations will be held in **April** and **October 2018**.

A 6 month deferral is also available upon application.

**Exam Length** Three hour written examination.

**Sitting Overseas** Arrangements can be made for candidates to sit the exam in their country of residence, subject to available support facilities.

**Certificate** Students who successfully complete the compulsory student assignments, will receive a certificate.

## THE MARKING STRUCTURE

**Assignments** Constitute 27% of the final mark.

**Examination** Constitutes 73% of the final mark.

**Pass Mark** For the Diploma written examination is 75%. For the student assignments a minimum mark of 40% is required.

## COURSE FEES

**Certificate Fee** The basic course fee is **£1,550.00**.

This includes the course modules as pdfs and marking of the student assignments.

**Diploma Fee** For Diploma candidates the fee is **£2,300.00**.

This covers the course modules as pdfs, student assignment marking, examination costs and the issuing of a Diploma.

**Printed Modules Fee** In addition to the course PDF's, we also offer students the option of purchasing the modules in a hard copy format. Please note, this option is NOT mandatory in order to complete the course. The printed modules option is charged at an additional fee of £300.

**Air Courier Fee** For an additional fee of £200. Recommended for candidates in areas experiencing problems with their postal system. Other overseas mail will be sent by airmail only.

**Extension Fee** If you are unable to complete the course in the 18 months allocated from the start date, you can apply for a further 6 months extension for £250.

**Re-Registration Fee** We offer re-registration onto the course for lapsed students at 50% of the course costs.

You will have the opportunity to re-submit any student assignments or carry any existing marks forward into the new academic year to be counted towards your final exam results.

**Resit exams** You are entitled to re-sit your exam once at a fee of £250.

**Not included in the fees** Any travel, food or accommodation required.

### INTEREST-FREE PAYMENT PLAN

Available to help spread the cost of your study by splitting the course fee into three interest-free payments. Please see our website [www.maritimetrainingacademy.com](http://www.maritimetrainingacademy.com) for more information or contact the Account Manager on +44 (0)1252 739779.

### PAYMENT METHODS

**Payment** Payment must be made upon application by cheque, bank transfer or credit card. Fees will be refunded in full should applications be declined.

**Cheque** Made payable to MPI Group.

**Bank Transfer** MPI Group bank account, National Westminster Bank, 19 Shaftsbury Avenue, London, W1A 4QQ, UK  
Account Number: 06532381  
Sort Code: 56-00-29

**Credit Card** Include number, card type, issue and expiry dates, security code and address of the card holder.

**Discounts** Available for group registrations. Please contact MTA for details. Tel:+ 44 (0)1252 739779 or [info@maritimetrainingacademy.com](mailto:info@maritimetrainingacademy.com)

**VAT** will be added at standard UK rate where applicable. Please contact us for details.

**Reclaim** Companies outside the UK may be entitled to reclaim VAT and need to contact their local tax authorities.

### CANCELLATION POLICY

Cancellations can only be made in writing before the start date of the course. Course fees less an administrative charge of £500 will be refunded. After the start of a course the student becomes liable for all course fees due.

**Course content is subject to change at the discretion of the Course Director.**

### DATA PROTECTION

We record your personal information when you contact us and use this to manage registration, study, examination and other services. When you register, we'll tell you more about how we process and use your personal information.



### HOW TO ENROL

Complete the application form and send with your payment for the Course to:  
MTA, Peel House, Upper South View, Farnham, Surrey,  
GU9 7JN England.

### CONTACT US

#### Course Enquiries

**Beth Cook**

+44 (0) 1252 739777

[beth.cook@maritimetrainingacademy.com](mailto:beth.cook@maritimetrainingacademy.com)

#### Admissions

+44 (0)1252 739779

[info@maritimetrainingacademy.com](mailto:info@maritimetrainingacademy.com)



# APPLICATION FOR ENROLMENT



Please complete in black ink and CAPITAL letters

PERSONAL DETAILS		
Title:	Forename:	Surname:
Sex: M/F	Date of Birth:	Nationality:
Country of Permanent Residence:		
EDUCATION/EXPERIENCE		
Company/Employer:		Your Position:
How many years industry experience?		Please attach a copy of your CV

COURSE SELECTION & FEES (please tick the course you wish to study)					
Course:	Diploma £2,300	Certificate £1,550	Course:	Diploma £2,300	Certificate £1,550
Boat Building	<input type="checkbox"/>	<input type="checkbox"/>	Ship Security	<input type="checkbox"/>	<input type="checkbox"/>
Boatyard and Marina Operations	<input type="checkbox"/>	<input type="checkbox"/>	Ship Surveying	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety in Ship Operations	<input type="checkbox"/>	<input type="checkbox"/>	Shipbuilding & Ship Repair	<input type="checkbox"/>	<input type="checkbox"/>
LNG Shipping	<input type="checkbox"/>	<input type="checkbox"/>	Superyacht Management	<input type="checkbox"/>	<input type="checkbox"/>
Maritime Firefighting	<input type="checkbox"/>	<input type="checkbox"/>	Superyacht New Builds	<input type="checkbox"/>	<input type="checkbox"/>
Maritime Law	<input type="checkbox"/>	<input type="checkbox"/>	Superyacht Operations	<input type="checkbox"/>	<input type="checkbox"/>
Marine Insurance Claims	<input type="checkbox"/>	<input type="checkbox"/>	Superyacht Refit	<input type="checkbox"/>	<input type="checkbox"/>
Marine Pilotage	<input type="checkbox"/>	<input type="checkbox"/>	Superyacht Surveying	<input type="checkbox"/>	<input type="checkbox"/>
Marine Salvage Operations	<input type="checkbox"/>	<input type="checkbox"/>	Tanker Operations	<input type="checkbox"/>	<input type="checkbox"/>
Offshore Operations	<input type="checkbox"/>	<input type="checkbox"/>	Technical Ship Management	<input type="checkbox"/>	<input type="checkbox"/>
Port State Control	<input type="checkbox"/>	<input type="checkbox"/>	Yacht Brokerage	<input type="checkbox"/>	<input type="checkbox"/>
Professional Superyacht Deckhands	<input type="checkbox"/>	<input type="checkbox"/>	Yacht & Small Craft Surveying	<input type="checkbox"/>	<input type="checkbox"/>
Restoration of Historic Ships and Boats	<input type="checkbox"/>	<input type="checkbox"/>			
Optional fees:					
Printed modules option (in addition to PDF's already included within the course fee) priced at £300.00 <input type="checkbox"/> Courier service priced at £200.00 <input type="checkbox"/>					
<b>VAT</b> (to be charged at standard UK rate of 20% where applicable) =					
<b>TOTAL</b> £					

HOW DID YOU HEAR ABOUT THE COURSE (please state)			
1. Publication		4. Word of mouth	
2. Event		5. Institute: PYA, MYBA or other	
3. Website link		6. Other	

# APPLICATION FOR ENROLMENT continued

## CORRESPONDENCE ADDRESS:

	Post Code:
Tel No:	Fax No:
Email:	Mobile:

## BILLING ADDRESS (if different from correspondence address):

	Post Code:
VAT number (If applicable):	
Tel No:	Fax No:
E-mail:	Mobile:

## PAYMENT (choose one of the following payment options)

<b>OPTION 1</b>	<input type="checkbox"/> I am paying in full by:		
<input type="checkbox"/>	I enclose a cheque for:	£	Made payable to <b>MPI Group</b> (Cheques must be in pounds sterling and drawn on a British bank)
<input type="checkbox"/>	I am making a payment directly to the MPI Group bank account at:	MPI Group, National Westminster Bank Plc, 19 Shaftesbury Avenue, London, W1A 4QQ, UK <b>Account No:</b> 06532381 <b>Sort Code:</b> 56-00-29 <b>Swift Code:</b> NWBK GB2L <b>IBAN:</b> GB35 NWBK 5600 2906 5323 81	
<input type="checkbox"/>	Credit/Debit Card (tick one)	Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/>	
	Card Number:	Expiry Date:	Valid Date:
	Name of Card Holder:	3 Digit Security code:	
	Billing Address of Card Holder (If different to application)		
<b>OPTION 2</b>	<input type="checkbox"/> I am paying by instalments. Please see signed payment plan attached.		

## DECLARATION

I confirm that the statements made by me on this form are correct. I agree to abide by the course terms and conditions:

Signed:	Dated:

Data Protection:  
 We would like to keep you informed of MPI Group's products and services and may also from time to time make your details available to carefully screened companies who may be of interest to you. However, if you specifically do not wish your details to be used, please tick here