

2016/17



# DIPLOMA IN Superyacht NEW BUILDS

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YACHTING SINCE 1782



LEAD YACHT  
UNDERWRITERS LIMITED



SOOCEAN

SOO MARINE  
SOCIETY



## **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  
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?

## **THE DISTANCE LEARNING EXPERTS**

Since its formation the Maritime Training Academy has been successfully providing specialist, expert training to marine professionals around the globe.

In recent years the Academy has significantly grown, offering an ever expanding training portfolio across several sectors of the maritime industry, from Superyachts to Shipping and Marine Surveying.

Delivered by distance learning our courses are managed and run by established professionals within the maritime industry. We are constantly pushing back the boundaries of knowledge with discoveries that are benefiting the industry.

Due to our rigorous academic standards our qualifications are highly respected internationally.

## **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.

## 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.

# Our students past and present

PYA

Camper & Nicholsons International

Y.CO

Simpson Marine

Princess Yachts

Ince & Co

C2C Yachting

Sarnia Yachts

Edmiston

Watkins Yacht Management

Fraser Yachts

Amico and Co

Wentworth Marine

Pendennis

Avantgarde Shipyards

West Coast Marine

Pure Superyacht Refit Management

Equiom Yachting Services

Team Marine

BWA Yachting

Dbeere Yachts

Riviera Asset Management

Aris Drivas Yachting

Northrop & Johnson

Alfa Charter

Bilderlings Wealth

Dohle Yachts

Dominion Marine

El Crew Co

Burgess

Polaris Yachting

Imperial Yachts

Navis Yacht Charter

Reliance Yacht Management

“ The Maritime Training Academy has put together a great course for anyone in the industry to complete, should they want to be able to serve their employer better in a shipyard period, be it a refit or new build. This course walks you through some of the uncertainty that surrounds the build/refit process and gives you a better understanding about contracts than any other course the industry offers. ”

Captain Michael Horsthemke

Not all companies can be listed, including a multitude of yachts which are unnamed due to privacy restrictions.

## Introducing our innovative Diploma in Superyacht New Builds, the first of its kind to provide essential step by step guidance for the project management of a superyacht new build.



### Course Director

**Nick Dean** - Managing Partner, OCEAN Independence

With over 37 years' in the yachting industry Nick has amassed an extensive level of experience in sale and purchase, yacht charter, management and new build supervision. In 2005, Nick joined OCEAN Independence as joint Managing Partner and is also a founder member of the recently formed Large Yacht Brokers Association (LYBRA).

**About OCEAN Independence** OCEAN Independence is one of the largest brokerage firms in the world, with 16 offices spanning the globe and a team of over 80 brokers and support staff. Through the acquisition of Cavendish White and more recently, Primo Yacht, OCEAN Independence is now considered as one of the leading yacht brokerage companies worldwide.

### ABOUT THE COURSE

Our innovative Superyacht New Build Diploma has been developed to provide essential guidance to anyone embarking on or currently involved with a new build project. The course is designed to enhance your project management skills and assist you at each stage of the build process. Therefore, leaving you better prepared to successfully manage a superyacht new build project, much to the satisfaction of the owner.

Module subjects include managing expectations, the build process, specification changes and change orders along with more essential topics such as contract law, documentation, accountancy and payments.

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

### COURSE STRUCTURE

The course consists of 10 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.

### WHO'S THE COURSE SUITABLE FOR?

Whether this is your first time managing a new build or you already have some experience under your belt, studying the Diploma in Superyacht New Builds is suitable for captains, senior crew and engineers, yacht managers, brokers, project managers, owners representatives, marine lawyers and ship yard employees.





## HOW TO ENROL

Register as early as you can for a 1st October 2016 start. The registration period will be kept open until the 31st March 2017. Students can start from the point of enrolment after the 1st October 2016.

## COURSE ENQUIRIES

**James Ludden**

+44 (0)1252 739770

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

## ADMISSIONS

+44 (0)1252 739779

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

## COMMENCEMENT DATE

1st October 2016

## DURATION

Minimum of 12 months

## COURSE COMPLETION DATES

October 2017 and April 2018

## COURSE FEES

### Diploma - £2,300.00

This covers the 10 modules as pdfs, student assignment marking, examination costs and the issuing of a Diploma.

### Certificate - £1,550.00

This includes the 10 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	£1150.00	£775.00
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** - October 2017 or April 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

## AN INTRODUCTION TO SUPERYACHT BUILDING

- General background to the Superyacht industry
- Design, Contract and Tender
- Construction
- Buying a superyacht to refit
- Classification
- Flag State
- Builders and yards

## BASICS OF PROJECT MANAGEMENT

- Starting - Beginning and controlling a project
- Understanding the four phases of a project
- General management of a project
- The basic mechanisms involved in project management
- Creating and maintaining schedules
- Managing the team
- Project manager - health & safety responsibilities
- Agile project management (APM)
- Why successful projects can fail

## BASIC LAW AND CONTRACT LAW FOR NEW BUILDING

- Contract - the fundamentals
- Offer and acceptance
- Consideration
- Intention to create legal relations
- Formalities
- Third parties
- Vitiating factors
- Contract - the terms
- Implied terms
- Interpretation
- Exclusion clauses and limitations of liability
- Variations
- performance, discharge and breach
- Consequences of breach
- Letters of intent
- Yacht construction agreements
- Waiver and the right of inspection
- Entire agreement clauses
- Time of the essence, delay, force majeure and the prevention principle
- Liquidated damages
- Dispute resolution

## MANAGING EXPECTATIONS

- Managing the owners expectations
- Reporting to the owner effectively
- Your role and the responsibilities as the owner's representative and Captain
- Maintaining a good relationship with the buildyard and sub-contractors
- Quality Assurance and Quality Control Systems

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

## **CHANGES AND CHANGE ORDERS**

- External influences
- Cost and time impact
- Contractual issues
- Documenting change orders, cost impact and timeline management
- Record keeping
- Meetings and minutes
- Notes of protest

## **BUILD PROCESS**

- An overview of the building process
- Materials selection and management of suppliers
- Selection of sub-contractors
- Direction and control of sub-contractors
- Owner supplied equipment
- Personnel management - when to bring in the crew
- Specialist help

## **ACCOUNTANCY AND PAYMENTS**

- Financial policy
- Bookkeeping
- Accountancy
- Budgeting
- Costing
- Cash Management
- Internal controls
- Auditing
- value Added Tax
- Corporate ownership
- Anti-money laundering
- Payment terms and stage payments - disagreements

## **BUILDING THE YACHT**

- Hull
- Engine
- Systems
- Interior
- Paint
- Toys
- AV
- Rigging & Sails
- Safety equipment
- Safety Management Systems
- The build to cruising transition
- Planning the operation of the yacht

## **DOCUMENTATION**

- Build process documentation
- The importance of a paper trail
- Record keeping change orders, work completion and sign off
- The role of the class flag surveyors in the process
- Documentation of disagreements
- Quality control
- Stage payment

## **PROJECT COMPLETION AND ACCEPTANCE**

- Fault finding and the snagging list
- Commissioning and basin trials
- Sea Trials
- Handover and delivery
- Warranty and guarantee period
- Pitfalls of the first season

# TERMS AND CONDITIONS

## THE COURSE

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

**Course Duration:** Commencing October 2016 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.

On accessing the course material all fees under this agreement become payable.

## 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 **October 2017** and **April 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

## EXAMINATION

Examinations will be held in **October 2017** and **April 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 739777

### 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

**James Ludden**

+44 (0)1252 739770

[james@maritimetrainingacademy.com](mailto:james@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"/>	Restoration of Historic Ships and Boats	<input type="checkbox"/>	<input type="checkbox"/>
Boatyard and Marina Operations	<input type="checkbox"/>	<input type="checkbox"/>	Ship Security	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety in Ship Operations	<input type="checkbox"/>	<input type="checkbox"/>	Ship Surveying	<input type="checkbox"/>	<input type="checkbox"/>
LNG Shipping	<input type="checkbox"/>	<input type="checkbox"/>	Shipbuilding & Ship Repair	<input type="checkbox"/>	<input type="checkbox"/>
Maritime Firefighting	<input type="checkbox"/>	<input type="checkbox"/>	Superyacht Management	<input type="checkbox"/>	<input type="checkbox"/>
Maritime Law	<input type="checkbox"/>	<input type="checkbox"/>	Superyacht New Builds	<input type="checkbox"/>	<input type="checkbox"/>
Marine Insurance Claims	<input type="checkbox"/>	<input type="checkbox"/>	Superyacht Operations	<input type="checkbox"/>	<input type="checkbox"/>
Marine Pilotage	<input type="checkbox"/>	<input type="checkbox"/>	Superyacht Refit	<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"/>
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:  14	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 <input type="checkbox"/>	