



# Diploma in Superyacht Project Management - Refit & Newbuilding

2023/24

Supported by





## Turn to the Distance Learning Experts

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### Why choose Maritime Training Academy?

#### The Distance Learning Experts

Since its formation 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.

#### Outstanding Teaching

Our study material is written by industry experts who are 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 will challenge you, inspire you, stretch your understanding and make you question ideas that you have always taken for granted – it is truly world class learning.

#### Excellent Support and Guidance

You will 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.

#### International Recognition

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



Course Director

**Nick Dean**  
Managing Partner,  
OCEAN Independence

With over 42 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 co-founded OCEAN Independence as joint Managing Partner and is also a founder member of the recently formed Large Yacht Brokers Association (LYBRA).

**OCEAN**  
INDEPENDENCE

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# Superyacht Project Management - Refit & Newbuilding

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## Introducing our innovative Diploma in Superyacht Project Management - Refit & Newbuilding.

### About the Course

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

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

### 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 is the Course Suitable for?

It 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 2023 start. The registration period will be kept open until the 31st March 2024. Students can start from the point of enrolment after the 1st October 2023.

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

### Course Enquiries

+44 (0)1252 739779

**[courses@maritimetrainingacademy.com](mailto:courses@maritimetrainingacademy.com)**  
**[maritimetrainingacademy.com](http://maritimetrainingacademy.com)**

“ The ten modules are very well written and are enjoyable to read. The authors are all very experienced professionals who are active in the maritime industry. Also important is that the Diploma is recognised by the University of Portsmouth as well as important companies and bodies of the maritime industry. I would definitely recommend this Diploma to anyone looking to grow into a position of project management with a superyacht shipyard or as a superyacht new build project manager. ”

*Ramiro Infanzon, Naval Architect*

## Commencement Date

1st October 2023

## Duration

Maximum of 18 months from the course start date.

## Course Completion Dates

October 2024 and April 2025

## Examinations for Diploma Students

Students have two dates to choose from.

**Dates:** October 2024 or April 2025

**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.

**On passing the Diploma you will receive this badge:**



Please use on your business cards, LinkedIn profiles and any other personal marketing material. You can also use these letters after your name: MTA Dip SYRNB

## Course Fees

### Diploma - £2,950.00

This covers the 11 modules as pdfs, student assignment marking, examination costs and the issuing of a Diploma.

### Online Examination - £100

If students choose to sit their final examination online instead of at an approved venue they will need either a laptop or desktop computer with reliable, fixed line internet connection, working microphone and camera.

### Certificate - £2,150.00

This includes the 11 modules as pdfs and marking of the student assignments.

### Individual Modules

£250 - Module content only.

£400 - Module content, assessment and certification.

### Printed Certificate - £50



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# Course Syllabus\*

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## Superyacht Project Management - Refit & Newbuilding

- » **An Introduction to Superyacht Project Management - Refit & Newbuilding**
  - Introduction
  - General background to the superyacht industry
    - a little bit of history
  - International regulation of shipping (which includes superyachts)
  - Flag states
  - Classification societies and the role of class
  - Different levels of regulation
  - Routine maintenance or planned maintenance and refit
  - Refit preparation
  - The refit tender process and contract award
  - The refit yard period
  - Design, contract and tender
  - Construction new building
  - Builders and yards
  - Superyacht builders
- » **Accountancy and Payments**
  - Financial policy
  - Bookkeeping
  - Accountancy
  - Budgeting
  - Costing
  - Cash management
  - Internal controls and risk assessment
  - Auditing
  - Value Added Tax (VAT) and The European Union
  - Corporate ownership
  - Anti-money laundering
  - Payment terms and stage payments
  - Disagreements
- » **Project Management**
  - 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
    - And finally...
- » **Project Completion and Acceptance**
  - Introduction
  - Main project activities
  - Activities related to acceptance and completion
  - Acceptance
    - 'Completion'
  - Warranty & guarantee period
  - Issues, configuration and quality management
  - Change control
  - Project library
  - Reading list
- » **Change Orders**
  - Introduction
  - Common causes of change orders
  - Change orders and PC sums
  - Dealing with PC sums and subcontractors
  - Time and material change orders
  - Change orders in the refit or new build
  - The modifications and changes clause further explained
  - The change order form further explained
  - The making of the actual change order
  - Record keeping of the change orders
  - Change orders that do not have consequences
  - Communication with the owner
  - Payments of the agreed change orders
  - After a change order is approved
  - In case a change order is not agreed
  - Documentation/reference list

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\*Material is constantly updated which may affect the order in which modules are released.

» **Build Process & Building the Yacht**

- Introduction
- Planning & pre-project work
- The hull, deck & superstructure
- Engineering & systems
- Superyacht interiors
- Painting & coatings
- Toys & recreational equipment
- Masts, spars, rigging & sails
- Safety equipment & safety systems
- Completion
- The build to cruising transition

» **Re-fit Process and Refitting the Yacht**

- Introduction
- Initial requirements
- Refitting the hull & superstructure
- Engines & engineering
- On-board systems
- Refitting the interior
- Masts, spars, rigging & sails
- Painting, coatings & varnishing
- Toys & recreational equipment
- Audio visual & safety equipment
- Safety management systems & completion

» **Managing Expectations**

- Introduction
- Roles and responsibilities
- Managing expectations
- Communication
- Reporting
- Meetings and feedback
- Quality control and assurance
- Preparation guidelines

» **Contracts**

- Legal concepts
- Introduction to English law
- The Law of Contract
- The Law of Tort (Negligence)
- Liability in Contract and Tort
- Responsibilities
- Maritime Law and the flag state
- Admiralty Law and jurisdiction
- International Maritime Law
- Governmental control of shipping (UK)
- The Yacht Repair/Refit Contract
- Pre-contract considerations
- Contract standard forms
- Ship conversion contract
- Health and safety and employment
- Employment
- Major yacht refit yards
- Table of cases

» **Documentation**

- New Build and Refit
- Introduction
- New Build Phase
- New build documentation
- Build process documentation
- The importance of a paper trail
- The role of the class and flag surveyors in the process
- Documentation of disagreements
- Quality control
- Stage payments
- Refit
- Overview
- The list of works
- Who needs it?
- Pre-Refit
- During the Refit
- The next Refit

# Enhancing Careers for a Brighter Tomorrow

Art on  
Superyachts

Boatyard  
and Marina  
Operations

Health and  
Safety in Ship  
Operations

LNG  
Shipping

Offshore  
Operations

Shipbuilding  
and  
Ship Repair

Superyacht  
Management



Superyacht  
Surveying

Tanker  
Operations

Technical Ship  
Management

Yacht and  
Boat Building



Marine  
Insurance  
Claims

Marine Salvage  
Operations

Maritime Fire  
Prevention,  
Fire Fighting  
and Fire Safety

Maritime  
Law



Port State  
Control

Restoration  
of Historic  
Ships and  
Boats

Marine  
Pilotage

Ship  
Security

Ship  
Surveying

Offshore Wind  
Energy

Superyacht  
Operations

Superyacht  
Project  
Management  
- Refit and  
Newbuilding

Superyacht  
Purser

Yacht and  
Small Craft  
Surveying

Yacht  
Brokerage

Maritime  
Studies

Short Courses

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# Terms and Conditions

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## The Course

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

**Course Duration:** Commencing October 2023 you have a maximum of 18 months from the course start date 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.

Access to the course material will be given on receipt of payment. Any outstanding fees will also become payable on accessing the material.

## Student Assignments

**Student Assignments:** One included 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:** Students can choose to participate in a tutorial which will be held before the Diploma exam in **October 2024** and **April 2025**. It is not compulsory but is beneficial and 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**

Email: **courses@maritimetrainingacademy.com**

## Examination

Examinations will be held in **October 2024** and **April 2025**.

A 6 month extension is also available upon application.

**Exam Length:** Three hour written examination.

**Sitting Overseas:** Students must make their own arrangements to sit their examination at a suitable venue approved by the Course Administration Office at least 6 weeks prior to their examination date. Any expenses incurred will be to the students own account.

**Certificate:** Students who successfully complete the compulsory student assignments, but do not take the examination 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 **£2,150.00**. This includes the course modules as pdfs and marking of the student assignments.

**Diploma Fee:** For Diploma candidates the fee is **£2,950.00**. 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 £300. 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 month 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 resubmit 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 resit your exam once. Classroom resit fee of £250. Online resit fee of £350.

**Not included in the fees:** Any travel or food costs or accommodation if required. Any expenses which may be incurred in arranging a suitable examination venue.

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

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

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

## Payment Plan

Please contact us to discuss if the course fees can be split into smaller instalments.

## Payment Methods

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

**Bank Transfer:** MPI Group, National Westminster Bank, 19 Shaftsbury Avenue, London, W1A 4QQ, UK

Account Number: **06532381**  
Sort Code: **56-00-29**

**Credit Card:** Payment can be made securely via the Sagepay link on the invoice or we can arrange for our accounts team to call to take payment by card.

## 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 will tell you more about how we process and use your personal information.



Maritime Training Academy

Tel: +44 (0)1252 739779

Email: [courses@maritimetrainingacademy.com](mailto:courses@maritimetrainingacademy.com)

[maritimetrainingacademy.com](http://maritimetrainingacademy.com)



# Application for Enrolment



Please complete in **black ink** and **CAPITAL** letters

Personal Details		
Title:	Forename:	Surname:
Date of Birth:	Nationality:	
Country of Permanent Residence:		
Education/Experience		
Company/Employer:		How many years industry experience?
Your Position:		

Course selection & fees (please tick the course you wish to study)					
Course:	Diploma £2,950	Certificate £2,150	Course:	Diploma £2,950	Certificate £2,150
Art on Superyachts			Ship Security		
Boatyard and Marina Operations			Ship Surveying		
Health and Safety in Ship Operations			Superyacht Management		
LNG Shipping			Superyacht Operations		
Marine Insurance Claims			Superyacht Project Management - Refit and Newbuilding		
Marine Pilotage			Superyacht Pursers		
Marine Salvage Operations			Superyacht Surveying		
Maritime Fire Prevention, Fire Fighting and Fire Safety			Tanker Operations		
Maritime Law			Technical Ship Management Specialist Module: Marine Superintendent		
Offshore Operations			Technical Ship Management Specialist Module: Technical Superintendent		
Offshore Wind Energy			Yacht and Boat Building		
Port State Control			Yacht and Small Craft Surveying		
Restoration of Historic Ships and Boats			Yacht Brokerage		
Shipbuilding & Ship Repair					
Optional fees:					
Printed modules option (in addition to PDF's already included within the course fee) priced at £300.00			Modules courier fee £300.00		
Printed certificate £50.00		Printed Certificate courier fee £25.00		Online examination priced at £100.00	
<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	
3. Website link		6. Other	

<b>Correspondence Address:</b>	
	Post Code:
Tel No:	Fax No:
Email:	Mobile:
<b>Billing Address (if different from correspondence address):</b>	
	Post Code:
VAT number (If applicable):	
Tel No:	Fax No:
Email:	Mobile:

<b>Payment (I am paying in full by)</b>	
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
I am making a payment by credit/debit card	
I will pay via the secure Sagepay link on the invoice	
Please can your accounts team call me for my card details	

<b>Declaration</b>	
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: <i>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</i>	