



# Diploma in Superyacht Operations

2024/25

Supported by





## Turn to the Distance Learning Experts

### 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

## Jonathan Beckett

Chief Executive at Burgess

Jonathan is Chief Executive of Burgess and one of the most successful, experienced, and popular yacht brokers in the industry, orchestrating the sale of many of the world's most famous yachts.

He joined Burgess at the age of 23, working in Monaco with the company's founder Nigel Burgess from 1981 to 1983, before moving to the UK to launch the London operation. Under Jonathan's guidance, the company has developed from a 'one man band' into an all-service company, with specialist divisions in all aspects of the superyacht industry and multiple offices around the globe.

Jonathan has served on the Board of the Mediterranean Yacht Brokers Association (MYBA), was President of MYBA from 2000 to 2002 and has also chaired the MYBA Sales Committee. He is a founding member and former President of the Large Yacht Brokers' Association (LYBRA). In 2016 he received the Leadership Award from the International Superyacht Society.

Jonathan graduated from Durham University with a BA Hons in Sociology and represented England Universities at rugby. He divides his time between the Monaco, London and New York offices, but when he is not travelling he enjoys spending time at home with his family, sailing and watching all sports – especially rugby.

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**BURGESS**

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# Superyacht Operations

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Originally launched in 2004, the Diploma in Superyacht Operations became the first course of its kind to ever enter the Superyacht Industry and its unrivalled success with industry professionals alike has continued to flourish year on year.

## About the Course

The Superyacht Operations Diploma will develop and deepen your knowledge of the Superyacht industry and its onboard operations, which in turn will help you to excel in your career. Whether you work at sea or on land, this course will provide you with essential industry knowledge and skills, giving you a better understanding of how to run a Superyacht with success and efficiency.

Module subjects include chartering, operational management, ISM, ISPS, personnel and interior management along with other essential subjects such as accounting, legal aspects, insurance, repairs and maintenance.

Detailed information on module content is available at [maritimetrainingacademy.com](http://maritimetrainingacademy.com)

## Course Structure

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.

## Who is the Course Suitable for?

Studying the Superyacht Operations Diploma is perfect for captains and senior crew as well as shore based professionals such as, yacht managers, brokers, yacht agents, recruitment consultants, marine lawyers, owners representatives and project managers

## How to Enrol

Register as early as you can for a 1st October 2024 start. The registration period will be kept open until the 31st March 2025. Students can start from the point of enrolment after the 1st October 2024.

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 Superyacht Operations course is exceptionally well put together and provides students with the opportunity to learn many aspects of operational management from well respected industry experts. Never before have I had the opportunity to develop my knowledge of so many facets of operational management within the one course.



*Andy Morgan*

## Commencement Date

1st October 2024

## Duration

Maximum of 18 months from the course start date.

## Course Completion Dates

October 2025 and April 2026

## Examinations for Diploma Students

Students have two dates to choose from.

**Dates:** October 2025 or April 2026

**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 SYO

## 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**

“ The course was very diverse and gives a great basic knowledge of many important aspects of the yachting industry. It is great for anyone who is looking to progress to senior positions and have an understanding of industry standards. These modules were well laid out and provided great reference material. ”

*Elizabeth Harvey*

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# Course Syllabus\*

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## Superyacht Operations

### » An Introduction to the Superyacht Industry

- Historical development
- Different types and styles of yacht
- The industry today - designers, builders, insurers and crew
- Owners and their requirements
- The role of the yacht manager
- Where can the superyacht be found?
- Future trends

### » Personnel

- Introduction to Superyacht Personnel
- Crew structures and sizes
- The role of the captain
- Crew character and qualification requirements including STCW 95
- Recruitment, training and retention
- Career progression
- Contracts of employment, terms and conditions, ships articles
- MCA and qualification requirements
- International Labour Organisation (ILO)
- The Maritime Labour Convention (MLC)

### » Operational Management

- Why do we need management systems?
- Authority, policies and standing orders
- Safety management
- Documentation and record keeping
- Personnel
- Risk assessment

### » Interior Management and Catering

- Hospitality management review
- Operating procedures and policies
- Quality management
- Health and safety
- Food and drinks service
- Housekeeping
- Specialist guest service

### » Accounting

- Financial policy
- Bookkeeping
- Accounting
- Budgeting
- Costing
- Cash management
- Internal controls
- Charter accounting
- Auditing
- Value Added Tax (VAT)
- Brexit and VAT
- Corporate ownership
- Anti money laundering

### » Chartering

- Superyacht chartering
- The charter broker network
- Forms of charter agreement – what is included
- Chartering seasons and shows
- Commerical chartering or to defray costs
- Customer relations and fixing a charter
- Managing the charter - crew and guests



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» **Repairs and Maintenance**

- Health & safety
- Routine maintenance v condition monitoring
- Proper planning
- The owner and the budget
- Enlisting outside help
- Repair/refit facilities and periodic maintenance
- Yard tenders and tender evaluation
- Paint maintenance and paint system repairs

» **Legal Aspects of Superyacht Management**

- Introduction to English Law and the National legal system
- The Law of Contract
- The Law of Tort (negligence)
- Liability in Contract & Tort
- Responsibilities
- Admiralty Law and Jurisdiction
- International Maritime Law
- Governmental control of shipping
- Shipboard documentation
- Codes of practice for commercially operated yachts
- The Flag State
- Pollution
- Chartering commercially operated yachts
- Health and safety on board ship
- Marine Insurance
- Value Added Tax (VAT)
- Recreational craft directive
- Finance
- Employment of seamen in UK flag yachts
- Conduct and discipline

» **Insurance**

- Introduction
- The legal side of marine insurance
- The practical side of marine insurance

» **New Building Project Management**

- Defining requirements and obtaining viable tenders for building the vessel
- Analysing tenders, contract negotiations and signing
- Design development, project management, plan approval, inspection trials and delivery

» **Security and ISPS**

- Yacht security
- The ISPS Code and how it affects superyachts
- Security personnel and duties
- Searching and search procedures
- Yacht security systems
- Owners and guest security ashore
- Superyacht crews
- Piracy and armed robbery

» **The International Safety Management Code (ISM)**

- Introduction
- Key players
- Legal and insurance implications
- Practical aspects of the code

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

# Enhancing Careers for a Brighter Tomorrow

Boatyard  
and Marina  
Operations

Health and  
Safety in Ship  
Operations

LNG  
Shipping

Marine  
Insurance  
Claims

Marine  
Pilotage

Marine Salvage  
Operations



Maritime  
Law

Maritime  
Studies

Offshore  
Operations

Offshore Wind  
Energy

Port State  
Control

Restoration  
of Historic  
Ships and  
Boats

Shipbuilding  
and  
Ship Repair

Ship  
Security



Ship  
Surveying

Shoreside  
Maritime Fire  
Risk  
Management

Superyacht  
Management

Superyacht  
Operations

Superyacht  
Project  
Management  
– Refit and  
Newbuilding

Superyacht  
Pursers

Superyacht  
Surveying

Tanker  
Operations

Technical Ship  
Management

UHNW Asset  
Management  
on  
Superyachts

Yacht and  
Boat Building

Yacht and  
Small Craft  
Surveying

Yacht  
Brokerage

Short Courses



# Terms and Conditions

## The Course

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

**Course Duration:** Students will 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 they cannot be held liable for any delays resulting from unforeseen circumstances.

**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 they must all be completed at least six weeks before the date of the final examination.

**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 exams in **April** and **October**. Although this is not compulsory, many previous students have found the tutorials beneficial and an excellent opportunity to meet fellow students, the Course Director, authors and tutors.

**Tutors and Authors:** To support you during your studies, tutors and authors are available to help with any questions or technical queries by email 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 **April 2025** and **October 2025**.

A 6-month extension is also available upon application.

**Exam Length:** Three-hour written or online examination. All exams are Closed Book.

**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 additional expenses incurred will need to be met by the student.

Alternatively, students can sit the examination online instead of at an approved venue. They will need either a laptop or desktop computer with a reliable, fixed line internet connection, together with a working microphone and camera.

**Certificate:** Students who successfully complete the compulsory student assignments, but do not take the examination, will receive a certificate if they successfully achieve the required grades to pass.

## 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 **£3,195**.

This includes the course modules as PDFs, the marking of the student assignments and the issuing of a Certificate.

**Diploma Fee:** For Diploma candidates the fee is **£2,295**.

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

**Online Examination:** For a fee of **£100** Diploma students can choose to sit their final examination online instead of at an approved venue.

**Certificate Completion Pack:** On successfully completing the course students will receive their Certificate via email. A Certificate Completion Pack can be posted for a fee of **£50**, plus an option to ship via courier for a fee of **£25**

**Printed Modules Fee:** In addition to the course PDFs, 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 **£500**, and modules are sent out every 3 months.

**Air Courier Fee:** For an additional fee of **£375**.

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 an additional fee of **£250**.

**Reregistration Fee:** We offer reregistration 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 Written Exams:** You are entitled to resit a written exam once, subject to payment of an additional fee of **£250**. Any additional expenses will need to be met by the student.

**Resit Online Exams:** You are entitled to resit an online exam once, subject to payment of an additional fee of **£375** (the **£250** resit fee plus the **£125** online examination fee).

**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 whether 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 bank account, 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 process card payments over the phone.

## 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 2025-2026



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 of industry experience?
Your Position:		

Course selection and fees (please tick the course you wish to study)					
Course:	Diploma £3,195	Certificate £2,295	Course:	Diploma £3,195	Certificate £2,295
Boatyard and Marina Operations	<input type="checkbox"/>	<input type="checkbox"/>	Shoreside Maritime Fire Risk Management	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety in Ship Operations	<input type="checkbox"/>	<input type="checkbox"/>	Superyacht Management	<input type="checkbox"/>	<input type="checkbox"/>
LNG Shipping	<input type="checkbox"/>	<input type="checkbox"/>	Superyacht Operations	<input type="checkbox"/>	<input type="checkbox"/>
Marine Insurance Claims	<input type="checkbox"/>	<input type="checkbox"/>	Superyacht Project Management - Refit and Newbuilding	<input type="checkbox"/>	<input type="checkbox"/>
Marine Pilotage	<input type="checkbox"/>	<input type="checkbox"/>	Superyacht Pursers	<input type="checkbox"/>	<input type="checkbox"/>
Marine Salvage Operations	<input type="checkbox"/>	<input type="checkbox"/>	Superyacht Surveying	<input type="checkbox"/>	<input type="checkbox"/>
Maritime Law	<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 Specialist Module: Marine Superintendent	<input type="checkbox"/>	<input type="checkbox"/>
Offshore Wind Energy	<input type="checkbox"/>	<input type="checkbox"/>	Technical Ship Management Specialist Module: Technical Superintendent	<input type="checkbox"/>	<input type="checkbox"/>
Port State Control	<input type="checkbox"/>	<input type="checkbox"/>	UHNW Asset Management on Superyachts	<input type="checkbox"/>	<input type="checkbox"/>
Restoration of Historic Ships and Boats	<input type="checkbox"/>	<input type="checkbox"/>	Yacht and Boat Building	<input type="checkbox"/>	<input type="checkbox"/>
Shipbuilding and Ship Repair	<input type="checkbox"/>	<input type="checkbox"/>	Yacht and Small Craft Surveying	<input type="checkbox"/>	<input type="checkbox"/>
Ship Security	<input type="checkbox"/>	<input type="checkbox"/>	Yacht Brokerage	<input type="checkbox"/>	<input type="checkbox"/>
Ship Surveying	<input type="checkbox"/>	<input type="checkbox"/>			
Optional fees:					
Online examination priced at £125.00 <input type="checkbox"/>					
<b>Certificates:</b>					
Certificate completion pack £50.00 <input type="checkbox"/>					
Printed Certificate courier fee £25.00 <input type="checkbox"/>					
<b>Modules:</b>					
Printed modules option (in addition to PDFs already included within the course fee, modules to be sent quarterly) priced at £500.00 per course <input type="checkbox"/>					
Modules courier fee £375.00 per course (modules to be sent quarterly) <input type="checkbox"/>					
<b>VAT</b> (to be charged at standard UK rate of 20% where applicable) =					

**TOTAL** £

How did you hear about the course? (please state)			
1. Publication		4. Word of mouth	
2. Event		5. Institute	
3. Website link		6. Other	

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:
Email:	Mobile:

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

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 <input type="checkbox"/>	