



Diploma for Superyacht Pursers

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

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).

Ian has worked within the superyacht industry since 1995 and has personally surveyed more than 200 different superyachts as well as working as the Owners Representative on a 115m explorer for two years.

MSI
Maritime Services International
Surveying | Consultancy | Investigation | Legal

Superyacht Pursers

Our Superyacht Pursers Diploma has been specifically developed for professional interior superyacht staff looking to increase their expertise and excel in their career.

About the Course

The Superyacht Pursers Diploma will teach you the essential elements of the role of a superyacht purser on a day to day basis. With this Diploma you will develop a much wider knowledge of the superyacht industry as well as the more detailed aspects of what a Purser needs to do in order to be outstanding as part of the management team on a larger superyacht. The learning you will gain should enable you to fulfil your job role as a Superyacht Purser to its maximum potential with greatest efficiency.

Module subjects include the role of the purser, superyacht operations both routine and emergency, crew management, accounting and budgeting, the regulatory environment in which you work, port clearance, charter operations, destination management and travel and logistics.

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?

Studying the Superyacht Pursers Diploma is particularly aimed at all Interior Crew members giving them a career path progression with the ultimate potential to move ashore with a recognised professional personnel management qualification.

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.

Course Enquiries

+44 (0)1252 739779

courses@maritimetrainingacademy.com
maritimetrainingacademy.com

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 SYP

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

Course Syllabus*

Superyacht Pursers

» History of the Superyacht Industry and where we are today

- An Introduction to the Industry
- History and background to the Superyacht Industry
- Regulations and Flag States
- Superyacht Standards
- Classification societies and the role of Class
- Different levels of regulation
- The role of the yacht manager
- Industry Associations

» The Role of the Purser

- Where does the purser fit in the yacht's crew structure?
- What are the main heads of department responsibilities on a day-to-day basis?
- Typical duties of the purser
- What role does the purser play within the yacht's emergency organisation?
- What role does the purser play in dealing with guests?
- Time management
- Record keeping
- Effective Communication
- Leadership

» Budgets and 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
- Bribery Act

» Crew Management

- Superyacht crew and shore support
- How superyacht sizes and use impact the crew
- Typical crew day in a charter yacht
- Maritime Labour Convention
- Crew contracts
- Disciplinary procedures
- Recruitment
- Crew induction
- Crew development
- Qualifications
- Crew Management

» Essential Law and the Superyacht Regulatory Environment

- Legal Concepts
- Maritime Law

» **Charter**

- Role of the Charter Manager
- Campaign
- Location
- Itinerary
- Charter party profile and preferences
- Safety and security

» **Destination Management**

- Know your stuff
- Destination research
- Sources of information and the importance of being correct
- Creating an Itinerary: understanding the client, giving that something extra
- Guest activity management
- The influence of weather
- The importance of planning
- Visas, vaccinations and permissions
- Managing media both social and the paparazzi for either privacy or promotion
- Environmental concerns

» **Travel and Logistics**

- Corporate travel policies
- Itinerary
- Booking travel with an agent
- Travel finance and accounts
- Travel profile form

» **Port Clearance**

- Yacht Agents
- Crew List
- Customs and Immigration
- Mediterranean Cruising
- USA and Caribbean Cruising
- ISPS

» **The Pursers Role in Superyacht Operations**

- Routine Operations
- In harbour
- At sea
- Refit and lay-up periods
- Emergency drills

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

Enhancing Careers for a Brighter Tomorrow

Boatyard
and Marina
Operations

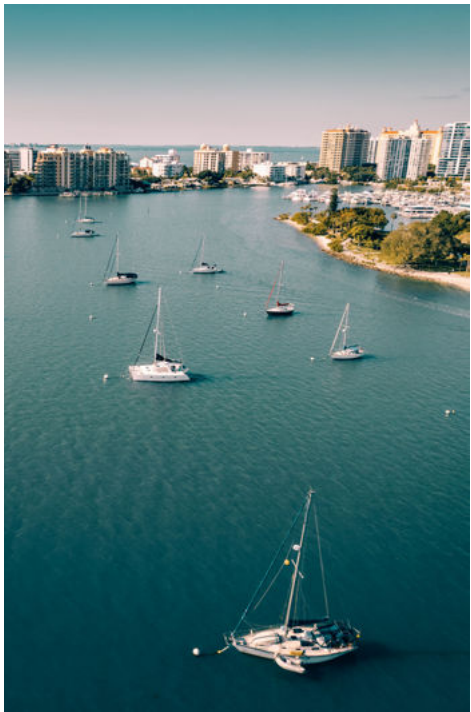
Health and
Safety in Ship
Operations

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

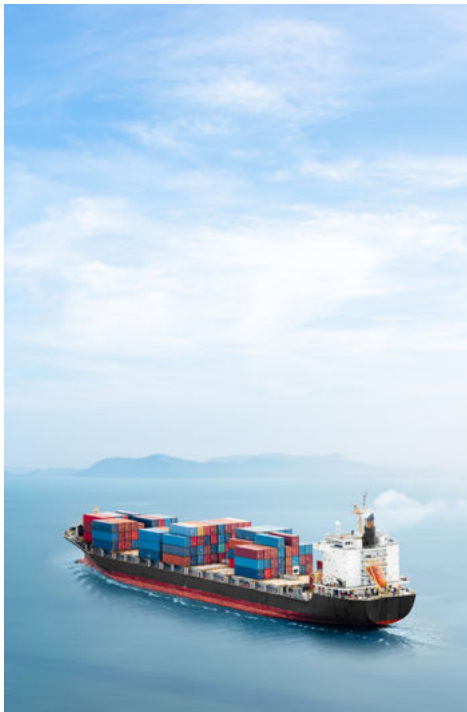
UHNW Asset
Management
on
Superyachts

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

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"/>					
Certificates:					
Certificate completion pack £50.00 <input type="checkbox"/>					
Printed Certificate courier fee £25.00 <input type="checkbox"/>					
Modules:					
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"/>					
VAT (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"/>	<p>I am making a payment directly to the MPI Group bank account at:</p> <p>MPI Group, National Westminster Bank Plc, 19 Shaftesbury Avenue, London, W1A 4QQ, UK</p> <p>Account No: 06532381 Sort Code: 56-00-29</p> <p>Swift Code: NWBK GB2L IBAN: GB35 NWBK 5600 2906 5323 81</p>
<input type="checkbox"/>	<p>I am making a payment by credit/debit card</p> <p><input type="checkbox"/> I will pay via the secure Sagepay link on the invoice</p> <p><input type="checkbox"/> Please can your accounts team call me for my card details</p>

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:
<p>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"/></p>	