

DIPLOMA IN

# Superyacht Project Management – Refit & Newbuilding



2025/26 [maritimetrainingacademy.com](https://maritimetrainingacademy.com)



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# Welcome

**At the Maritime Training Academy, we help professionals across the industry take the next step in their careers.**

Whether you're looking to upskill, specialise or advance, our flexible distance-learning diplomas are designed with your future in mind. With expert guidance and dedicated support, you'll gain practical, career-focused knowledge.

Our wide-range of diplomas cover subjects in the Superyacht, Shipping and Offshore industries, with subjects such as Superyacht Management, Yacht Brokerage, Maritime Law, Offshore Operations and many more – giving you the freedom to specialise in your chosen field.

Join thousands of students worldwide who are investing in their future with respected qualifications that open doors across the global maritime industry.

## Why choose Maritime Training Academy?

### LATEST INDUSTRY DEVELOPMENTS

Students have access to regularly updated course material, through our strong industry connections, ensuring their training reflects the latest changes and developments across the maritime sector.

### LEARN AS YOU EARN

Most of our students study part-time while working full-time. This flexible approach allows you to fit your studies around your job and progress at your own pace. Gaining experience and qualifications simultaneously also demonstrates your commitment to career development.

### OUTSTANDING TEACHING

Our study materials are developed by industry experts actively working in their specialist fields. We deliver exceptional teaching based on thorough research and many connections within the maritime sector. Our tutors are practising professionals with solid academic credentials and hands-on experience, bringing sector-specific skills directly to your learning.

### INTERNATIONAL RECOGNITION

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

# Maritime Training Academy

## WORLD-CLASS LEARNING

What makes studying with us truly inspiring is not just what you learn, but how you learn. Our flexible distance learning fits around your lifestyle, whether you're at home, on board, or anywhere in the world. We connect you with engaging content and provide regular support from expert tutors, helping you stay motivated and confident. You'll be challenged to expand your understanding, question assumptions, and grow your skills – all through a world-class learning experience designed to fit your pace and goals.

## EXCELLENT SUPPORT AND GUIDANCE

Throughout your studies, you'll receive dedicated support from your module tutors and the MTA support team. They are here to guide you, provide expert advice, and give comprehensive feedback on your coursework – ensuring you stay on track and confident every step of the way.

## YOU ARE NEVER ON YOUR OWN

While you study independently, you'll never feel isolated. Connect with fellow students through online tutorials, forums, and social media groups, sharing experiences and building a global network that supports and motivates you throughout your learning journey.

**“I would highly recommend this diploma to anyone aiming to advance into a project management role within a superyacht shipyard or as a new build project manager.”**

*Ramiro Infanzon – Naval Architect*

# Course Director



**NICK DEAN**

Managing Partner, OCEAN Independence

With over 42 years in the yachting industry, Nick has built extensive expertise in sales and purchase, charter, management, and new build supervision. In 2005, he co-founded OCEAN Independence as Joint Managing Partner and is a founding member of the Large Yacht Brokers Association (LYBRA).



# Superyacht Project Management – Refit & Newbuilding

10 modules

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START DATE 01/10/25

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REGISTRATION END DATE 31/03/26

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DURATION 12-18 MONTHS FROM THE COURSE START DATE

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COURSE COMPLETION DATE OCTOBER 2026 OR APRIL 2027

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## WHAT YOU WILL LEARN

Our innovative Diploma has been developed to provide essential guidance to anyone embarking on or currently involved with a refit or newbuild project. The course is designed to enhance your project management skills and assist you at each stage of the refit and build process, thereby 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.

## WHO IS THE COURSE SUITABLE FOR?

It is suitable for Captains, senior crew and engineers, yacht managers, brokers, project managers, Owner's representatives, marine lawyers and shipyard employees.

## HOW THE COURSE WORKS

One module is released each consecutive month, from the October 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.

# Course Fees

## **DIPLOMA – £3,195**

This includes the module materials as PDFs, assignment and examination marking. Upon successful completion, a digital PDF certificate use of post-nominal letters and a course badge will be issued.

## **CERTIFICATE – £2,295**

This includes the module materials as PDFs and assignment marking. Upon successful completion, a digital PDF certificate and course badge will be issued.

## **INDIVIDUAL MODULES**

**£250** – Module content only.

**£400** – Module content, assessment and certification.

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

**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 examination results.



# Course Fees

## EXAMINATIONS FOR DIPLOMA STUDENTS

Examinations are held twice a year, in April and October. Further details, including dates and requirements, can be found at [maritimetrainingacademy.com](http://maritimetrainingacademy.com).

Students can choose to complete their final examination either online or as a handwritten paper at an approved examination centre.

## ONLINE EXAMINATION – £125

Our online examination option offers flexibility and convenience, allowing you to sit your final 3-hour examination from any suitable location. You will need a laptop or desktop computer with a stable, fixed-line internet connection, along with a working microphone and camera. The online examination is invigilated remotely, and the fee is £125.

## WRITTEN EXAMINATION

If you prefer to sit your examination as a handwritten paper, this must take place at an approved examination centre that meets the criteria set by our Training Department. Any fees charged by the chosen venue must be covered by the student. For those based in the UK, our centre in Gosport is available as an approved examination location.

## RESITS

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

# Course Fees

## PRINTED CERTIFICATE COMPLETION PACK

### Printed Certificate (including courier fee) £75

Upon successful completion of a Diploma, Certificate or Short Course, all students will receive a digital PDF certificate.

But, if you want something extra special to mark your achievement you can now upgrade to our certificate completion pack!

The courier fee includes reliable, tracked delivery for both UK and international students. Please note that we are unable to deliver to PO Box addresses – contact us if you require an alternative delivery option.

## COURSE BADGE

Upon successful completion of a Diploma, Certificate or Short Course, all students will receive an exclusive digital course badge for use on business cards, LinkedIn profiles and website(s)!

Please feel free to include this on your business cards, LinkedIn profile, and any other professional materials.



## POST NOMINAL LETTERS

Upon completing the **Diploma** you will also be eligible to use the following post nominal letters after your name: MTA DIP SYRNB.

## VAT

Will be added at the standard UK rate where applicable. Companies outside the UK may be entitled to reclaim VAT and need to contact their local tax authorities.

## FOR MORE INFORMATION, CONTACT US:

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

Telephone +44 (0) 1252 739779

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

# Course Syllabus

10 modules

## 1. 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

## 2. 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

## 3. 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...

# Course Syllabus

10 modules

## 4. 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

## 5. 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

## 6. 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

# Course Syllabus

## 10 modules

### 7. 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

### 8. MANAGING EXPECTATIONS

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

### 9. 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

### 10. 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

# Maritime Training Academy by numbers

**70+**

countries around the world have maritime professionals enrolled on our courses, all benefiting from MTA's experience and industry expertise.

**49**

industry-specific courses offered across sectors such as engineering, management, shipping, and operations.

**52**

expert authors contribute to MTA's courses – practising industry professionals who share their valuable knowledge to support and guide our students.

**4507**

students have enrolled on MTA's industry-endorsed distance learning courses, building their knowledge and advancing their maritime careers.

**23**

years of Maritime Training Academy helping professionals around the world advance their careers through expert knowledge and first-hand maritime experience.

# Terms & Conditions

## THE COURSE

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

### **COURSE DURATION:**

**Diploma and Certificate** students will have a maximum of 18 months from the course start date to complete the modules and sit the exam.

**Short Course** students will have up to 6 months to complete their module(s).

## COURSE MATERIAL

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

### **Delivery of Diploma and Certificate Modules:**

1 module is released each consecutive month, from the start date (April/October). 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.

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 foundational knowledge for the whole course which is designed to be self-contained. However, students are encouraged to deepen their understanding through additional sources.

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

**Access:** Course material is for personal study use only and may not be distributed without MTA's prior written permission.

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:

T: +44 (0)1252 739779

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

## EXAMINATION

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

*A 6-month extension is available upon application.*

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

**Sitting Overseas:** Students must arrange an approved exam venue through the Course Administration Office at least 6 weeks before 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.

**Online Examination:** For a fee of **£125** Diploma students can choose to sit their final examination online instead of at an approved venue.

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

## THE MARKING STRUCTURE

### **DIPLOMA AND CERTIFICATE:**

**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.

### **SHORT COURSES:**

**Examination:** Constitutes 100% of the final mark.

**Pass Mark:** A minimum mark of 70% is required.

# Terms & Conditions

## COURSE FEES

**Diploma Fee: £3,195.** This includes the module materials as PDFs, assignment and examination marking. Upon successful completion, a digital PDF certificate use of post-nominal letters and a course badge will be issued.

**Certificate Fee: £2,295.** This includes the module materials as PDFs and assignment marking. Upon successful completion, a digital PDF certificate and a course badge will be issued.

**Short Course Fee: £295.** Most short courses consist of one module\* and have between 10-20 multiple choice assessment questions. Upon successful completion, a digital PDF certificate and a course badge will be issued.

**Online Examination:** For a fee of **£125** 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 **£75**.

**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 examination results.

**Resit Written Exams:** You are entitled to resit a written examination 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 examination 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.

T: + 44 (0)1252 739779

E: [courses@maritimetrainingacademy.com](mailto: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 Diploma and Certificate 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.

\*Introduction to the Superyacht Industry consists of four modules each with multiple choice assessment.

## Maritime Training Academy

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