

DIPLOMA IN

Superyacht Pursers

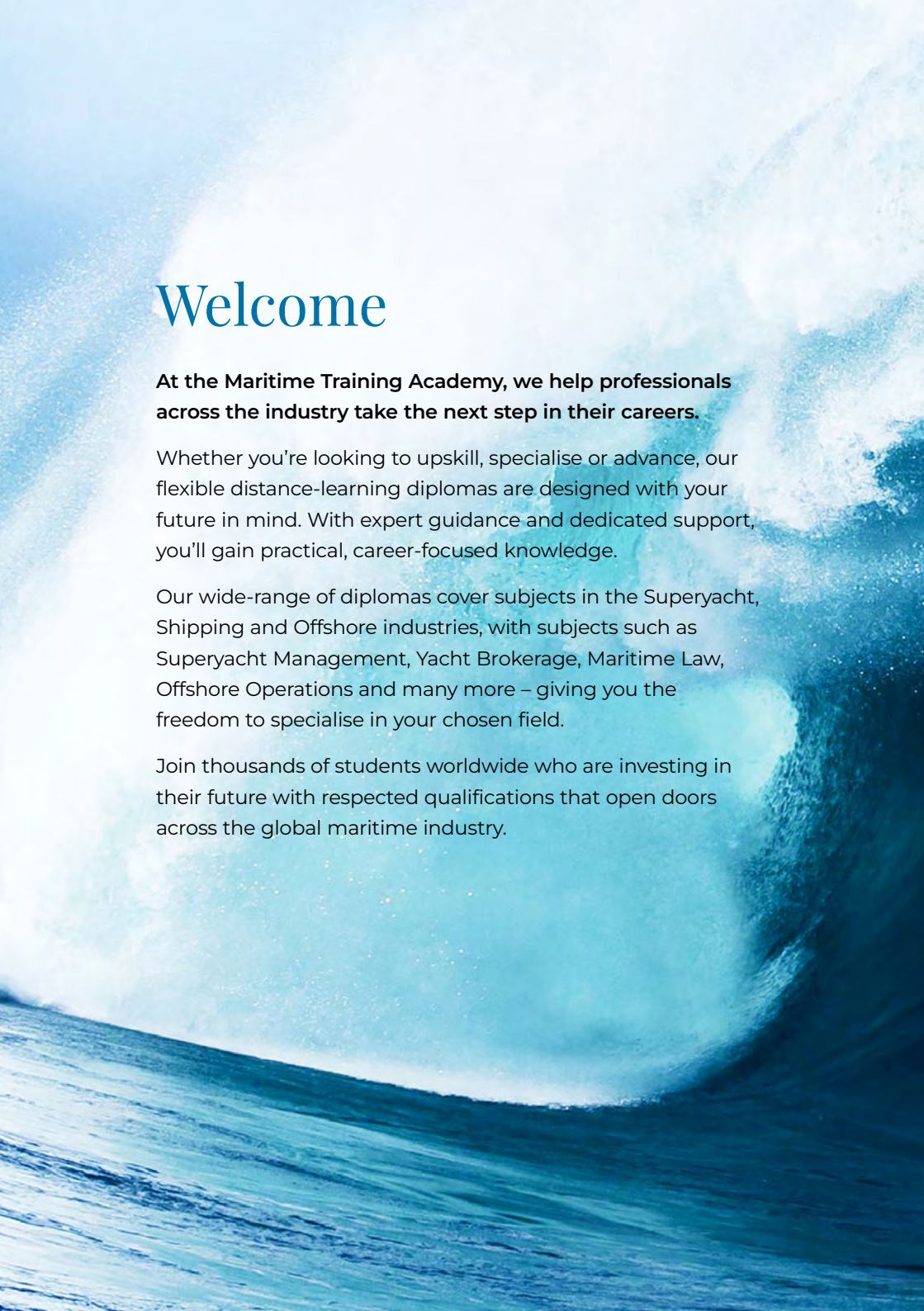


2025/26 maritimetrainingacademy.com



Supported by:





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.

“The assignment feedback was motivating and made me look forward to each module. I appreciated the monthly release schedule – it allowed time to absorb the material without feeling overwhelmed.”

Julia – Chief Stewardess

Course Director



IAN BILES

Managing Director at Maritime Services International

Master Mariner, BEng (Hons), MA, CEng, CMarEng, DipMarSur, RYA Yachtmaster (Ocean), Eur Ing, FNI, MRINA, MIMarEST, MRIN, MSNAME, MIIMS, MSCMS, MHCMM, AMS (SAMS), MEWI

Ian has led MSI to become one of the world's leading surveying companies. He holds a range of qualifications, including Master Mariner, RYA Yachtmaster Ocean, a degree in Naval Architecture (BEng Ship Science), and a Master's in Business Management (MA Business Management).

In practice, Ian has worked on the construction of Moss Rosenberg gas tankers at Mitsui (Northwest Sandpiper) and Mitsubishi (Northwest Stormpetrel) shipyards in Japan. He was also part of a multidisciplinary team responsible for the life extension of the Technigaz Methania.



Superyacht Pursers

10 modules

START DATE 01/10/25

REGISTRATION END DATE 01/04/26

DURATION 12-18 MONTHS FROM THE COURSE START DATE

COURSE COMPLETION DATE OCTOBER 2026 OR APRIL 2027

WHAT YOU WILL LEARN

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.

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 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

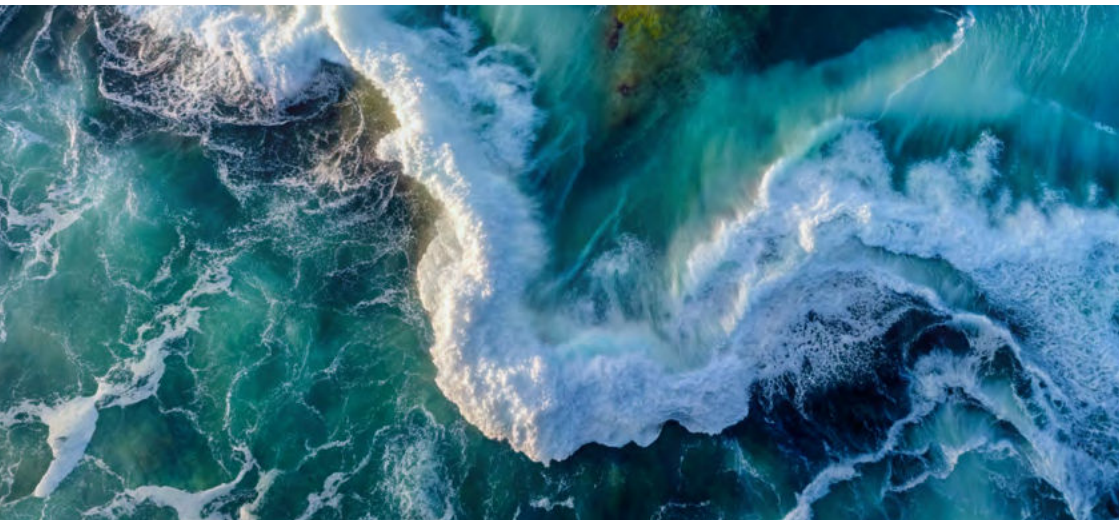
£250 – Module content only.

£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.

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.

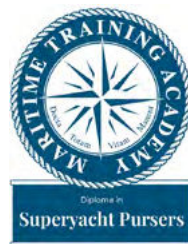
But, if you want something extra special to mark your achievement you can now upgrade to our certificate completion pack!

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 SYPursers.

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

Telephone +44 (0) 1252 739779

www.maritimetrainingacademy.com

Course Syllabus

10 modules

1. 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

2. 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

3. 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

4. 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

Course Syllabus

10 modules

5. ESSENTIAL LAW AND THE SUPERYACHT REGULATORY ENVIRONMENT

- Legal Concepts
- Maritime Law

6. CHARTER

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

7. 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

8. TRAVEL AND LOGISTICS

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

9. PORT CLEARANCE

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

10. THE PURSERS ROLE IN SUPERYACHT OPERATIONS

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

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.

47

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

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 **£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 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.

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E: 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.

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