

Short Course Prospectus



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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.



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Why choose the 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.

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.

Short Courses

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Maritime Training Academy offers a great selection of short courses, designed to grow your skills in key areas of the maritime industry.

Our online short courses are designed for flexible, self-paced learning.

HOW THE COURSES WORK

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.

ENROLMENT

Open year-round, so you can begin your learning journey whenever it suits you.

ASSESSMENT

Each module features a combination of text, charts, and a 10–25 multiple-choice assessment to support your learning.

To pass, students must achieve a minimum score of 70%.

TOOLS REQUIRED FOR STUDY

To study with us, you'll need a computer and reliable internet to access your course materials.

ENGLISH FOR LEARNING

All course material is written in English, so you'll need to have a good level of English proficiency to study effectively with us.

Course Fees

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SHORT COURSES – £295

Most short courses consist of 1 module* and a multiple choice assessment which is to be completed within 6 months. A digital PDF certificate and course badge will be issued.

*Introduction to the Superyacht Industry consists of 4 modules, each with a multiple choice assessment, to be completed within 6 months.

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 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.



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

Short Course in Alternative Marine Fuels

1 module. Course author: Ian Bryant



WHAT YOU WILL LEARN

The course objectives provide a fundamental knowledge on alternative marine fuels, including Liquefied Natural Gas (LNG), Hydrogen, Methanol and Biomethane, Bioethanol and Biodiesel, Ammonia and Battery-Powered Marine Systems.

WHO IS THE COURSE SUITABLE FOR?

The course would be suitable for all Mariners and vessel crew, Marine Engineers and Technicians, Technical Superintendents, Technical Directors and Managers, Insurance Claims Handlers, Insurance Underwriters and Insurance Brokers.

COURSE SYLLABUS

- Fuel composition
- Overview and the types of fuel productions available
- Fuel storage
- Fire hazards and fire protection
- Fuel advantages and disadvantages
- The alternative marine fuel systems overview

Short Course in Ammonia as a Marine Fuel

1 module. Course author: Ian Bryant



WHAT YOU WILL LEARN

The specialist course provides you with the fundamental knowledge required when working within or associated with the shipping industry, with a specific interest in the operation of marine engines 'green fuel systems.

WHO IS THE COURSE SUITABLE FOR?

The course is fundamentally aimed at individuals who want to work in the shipping industry and gain a deeper understanding of the transition to green fuels, with particular emphasis on ammonia. It is also suitable for those who wish to increase their knowledge and responsibilities in relation to ammonia-fueled ships. In addition, the course is designed for people working within, or associated with, the shipping industry who require a solid foundation in the fundamental aspects of ammonia-fueled vessels.

COURSE SYLLABUS

- Introduction
- Ammonia General Information
- Types of Ammonia and its Production
- Ammonia Bunkering Operations
- Marine Ammonia Propulsion Systems Overview
- Safety Management System for Ammonia-Powered Vessels
- General Ammonia Fire Protection and Extinguishing Systems
- Marine Engine System and Operation

Short Course in Cargo Surveying

1 module. Course author: Niall M Bennett



WHAT YOU WILL LEARN

This course delves deeper into the subject of cargo surveying and provides in-depth knowledge, describing the different types of cargo likely to be encountered, as well as the various packaging methods used. The course also provides a complete overview of the skills necessary to undertake this type of work.

WHO IS THE COURSE SUITABLE FOR?

This 1 modular course is aimed at new and experienced surveyors who wish to learn more about cargo surveying and will give you an in-depth insight into the subject.

COURSE SYLLABUS

- Marine Cargo Insurance
- What is Cargo Surveying?
- Surveying Tools
- Pre-Survey Requirements
- Duties of a Cargo Surveyor
- What a Surveyor Needs to Do on a Survey
- Documents Required
- Terms of Sale of Goods and their Transport Insurance
- Mode of Transportation
- Form of Conveyance of Goods
- Types of Packaging
- Types of Cargo
- Resolution of Claims
- Determination as to How / When Loss Occurred
- Report Writing
- Hague-Visby Rules
- Role of a Claims / Loss Adjuster
- Health and Safety Issues

Short Course in Childcare Onboard a Superyacht

1 module. Course author: Ella Peters



WHAT YOU WILL LEARN

This course ensures that every guest – children and infants included – receives an incredible onboard experience. Covering guest expectations, safety protocols, activity planning, best practices and more, this confidence-boosting course provides the tools needed to create seamless, engaging, and safe experiences for young guests.

WHO IS THE COURSE SUITABLE FOR?

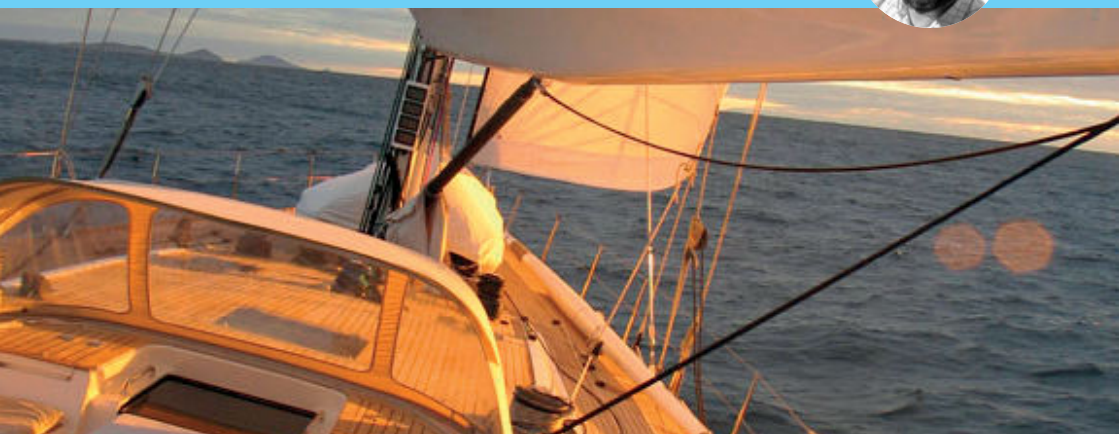
This course is designed for chief steward/esses and pursers focussing on guest experience, seamless charter management and safety. It is an essential course for industry-leading crew, who want to champion exceptional, safe experiences for families. Suitable for those with or without prior childcare experience.

COURSE SYLLABUS

- Guest experience
- Destinations and logistics
- Service and culinary considerations
- Housekeeping
- Activities and celebrations
- Safety
- Crew responsibilities
- Onboard childcare

Short Course in Conducting an Inclining Test

1 module. Course author: William Wyatt



WHAT YOU WILL LEARN

The intention of this course is to provide sufficient information for the student to carry out the test and to understand the technical background without going into any unnecessary detail, specifically regarding the determination of the hydrostatic properties of vessels.

WHO IS THE COURSE SUITABLE FOR?

This course is suitable for those who have to carry out or assist in carrying out an inclining test. The course includes both a general background of the theory of the test, as well as the practical considerations for ensuring that the test is carried out accurately. This will enable the student who has carried out the course to understand what is happening during the test and why it is happening.

COURSE SYLLABUS

- Introduction
- Theory
- Preparation
- Carrying out the Test
- Analysis and Calculation
- Definitions
- Symbols

Short Course in Environmental, Social and Governance (ESG) Policies

1 module. Course author: Ian Biles



WHAT YOU WILL LEARN

ESG is a rapidly developing field of work born out of the investment industry, but which is progressively impacting all areas of maritime operations. The course gives the student an introduction to what ESG is, where it comes from and how it fits together in maritime operations.

WHO IS THE COURSE SUITABLE FOR?

A course on Environmental, Social, and Governance (ESG) in the marine industry would target professionals who influence, manage, or operate within sectors where sustainability, regulatory compliance, and corporate responsibility are critical. Specifically; Shipowners and Operators, Marine Managers and Executives, Maritime Consultants and Advisors, Shipbuilders and Naval Architects, Regulatory and Compliance Officers, Investors and Financial Stakeholders and Crew.

COURSE SYLLABUS

- Introduction to Environmental, Social and Governance (ESG) Policies
- Historical Context of ESG: Origins and Growing Importance
- How to Develop an ESG Framework
- Global Adoption and Regulatory Landscape for ESG
- Environmental Factors (E)
- Social Factors (S)
- Governance Factors (G)
- Integration of ESG in Corporate Practices
- ESG Investing
- Challenges and Criticisms
- Role of Individuals in ESG
- Application and Relevance of ESG by Industry
- Conclusion and Future Trends

[CLICK HERE TO ENROL](#)

Short Course in History of Marine Art

1 module. Course author: Edina Eszenyi



WHAT YOU WILL LEARN

In this course, we embark on a voyage through time and creativity, exploring the profound influence of the sea on the history of art.

WHO IS THE COURSE SUITABLE FOR?

This is a course in the Blue Humanities, and as such, appeals to a diverse audience: art and nautical enthusiasts, shipowners seeking vessel decoration inspiration, travellers intrigued by coastal regions, history buffs and art collectors, as well as creative individuals seeking inspiration from the sea. It offers a comprehensive exploration of the sea in art over time, enriching the understanding of the intimate relationship between art, culture, and the maritime world.

COURSE SYLLABUS

- Marine vs Maritime Art: A Thematic Approach
- Maritime Beginnings
- The Early Modern Period
- Seas of Nations
- Maritime Art in the British Isles

Short Course in Introduction to the ISM Code

1 module. Course author: Ian Biles



WHAT YOU WILL LEARN

This course will provide you with a detailed and comprehensive insight into all aspects of the International Safety Management (ISM) Code.

WHO IS THE COURSE SUITABLE FOR?

This short course module is aimed at those studying for MCA Certificates of Competency, both deck and engine, as well as those persons involved in vessel and yacht management, who would be involved with the various areas of compliance. It is also suitable for those involved with audit processes, both internal and external. In essence, it will cover many areas which will be of interest to any professionals working in the maritime industry.

COURSE SYLLABUS

- Introduction
- ISM Code
- Quality Assurance
- The Audit Process
- Risk Management
- Risk Assessments
- Contingency Planning
- Requirements from Top Management
- Remember the ISM Code Philosophy
- A Final Statement of the Effectiveness of the ISM Code

Short Course in Introduction to the Inventory of Hazardous Materials (IHM) on Ships

1 module. Course author: John McPartland



WHAT YOU WILL LEARN

The objective of this course is to provide an understanding of the rules and regulations concerning the Inventory of Hazardous Materials (IHM), paying attention to the materials included along with the surveying procedures to be followed.

WHO IS THE COURSE SUITABLE FOR?

This course has been developed for anybody wanting a better understanding of what is involved in complying with the regulations which came into force on 31 December 2018.

COURSE SYLLABUS

- Background
- The Hong Kong Convention
- The Basel Convention and the Basel Ban Amendment
- The EU Ship Recycling Regulations (EU SRR)
- The Inventory of Hazardous Materials (IHM)
- Materials to be Listed in the IHM
- Training and Qualifications of IHM Surveyors
- Preparation of Visual and Sampling Check Plan (VSCP)
- Survey and Certification
- Material Declaration
- Supplier's Declaration of Conformity (SDOC)
- Format of Inventory of Hazardous Materials
- Certificate of Inventory

Short Course in Introduction to Port State Control (PSC) Inspections

1 module. Course author: Ian Biles



WHAT YOU WILL LEARN

This course has been introduced to provide a comprehensive and detailed insight into the application, requirements and various outcomes of a vessel undergoing a Port State Control (PSC) inspection.

WHO IS THE COURSE SUITABLE FOR?

The short course module is aimed at Officers studying for MCA Certificates of Competency for both deck and engine. It will also be of advantage to those persons involved in vessel and superyacht management, especially those who undertake audit inspections for shipping companies, and staff who oversee reporting and monitoring processes within a company.

COURSE SYLLABUS

- An Introduction to Port State Control (PSC) Inspection
- Regions and Cooperation between Port States
- Port State Control Inspections
- Deficiencies and Detentions

Short Course in Introduction to Ship Surveying



1 module. Course author: Ian Biles



WHAT YOU WILL LEARN

This module is intended to provide you with an overview of the shipping industry and give you an idea of where you, as a surveyor, will fit into the industry. Learn about a qualified surveyor's job role and the variety of tasks that you may be asked to perform.

WHO IS THE COURSE SUITABLE FOR?

This course is specifically designed for existing Surveyors or those looking to embark on a career as a Marine Surveyor.

COURSE SYLLABUS

- Introduction
- Overview of the Shipping Industry
- Vessels
- Cargoes, Passengers and Others in the Industry
- The Regulation of the Shipping Industry
- Commercial Law and International Trade
- Marine Insurance
- Ship Management
- Marine Surveying
- Summary and Conclusion
- Appendix 1 – History of the IMO
- Appendix 2 – History of the ILO

Short Course in Introduction to the Superyacht Industry

4 modules. Course author: Ian Biles



WHAT YOU WILL LEARN

Our Introduction to the Superyacht Industry course will provide you with a basic but essential theoretical understanding of the industry. With this knowledge, you will be better prepared to undertake a new and successful career within the Superyacht Industry.

WHO IS THE COURSE SUITABLE FOR?

This course is specifically designed for future crew looking to embark on their first season onboard a superyacht, and therefore no previous industry experience is required.

COURSE SYLLABUS

- Introduction to the World of Superyachts
- Life On Board
- Safety and Training
- Finding a Job

Short Course in Managing Marine Insurance Claims

1 module. Course author: Andrew Mackenzie



WHAT YOU WILL LEARN

This course will provide you with a detailed and comprehensive insight into the key components of marine insurance claims, covering marine hull, marine cargo, marine liability and P&I.

WHO IS THE COURSE SUITABLE FOR?

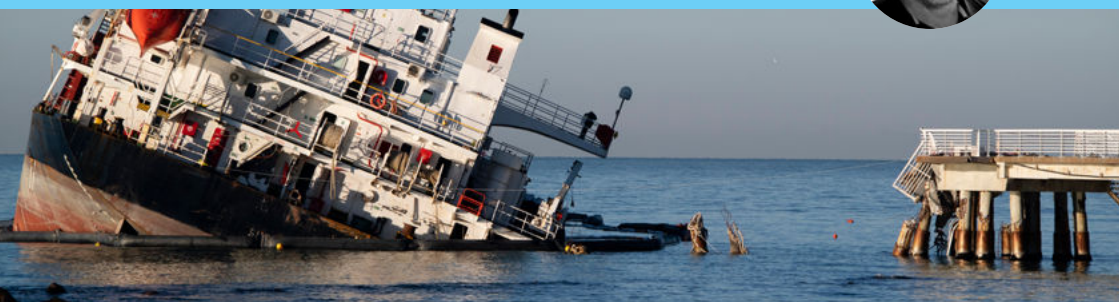
This short course module is aimed at those requiring greater knowledge of the wider marine insurance claims process in the event of casualty or loss event. Losses which might materialise into marine insurance claims are an inevitable risk to maritime operations. An understanding of the types of loss that can occur, the process and persons involved in investigation and settlement, and a practical overview of the more complex marine insurance claims will provide the learner with a greater appreciation of the need to manage risks within the maritime environment. In essence, it will cover many areas of interest to any professionals working in the maritime industry.

COURSE SYLLABUS

- Types of Insurance Claims
- The Marine Insurance Claims Process
- Handling Associated Marine Liability Claims

Short Course in Marine Incident Investigation

1 module. Course author: Ian Biles



WHAT YOU WILL LEARN

This specialist course will provide you with the crucial knowledge required when working in a marine incident investigation role.

WHO IS THE COURSE SUITABLE FOR?

This course is perfect for personnel who are responsible for accident prevention, such as ship safety officers, company safety officers, Designated Persons Ashore (DPAs), Captains and senior ship officers, operational ship managers, engineering and/or marine superintendents. It also applies to safety professionals, incident investigators, marine surveyors, loss prevention managers, risk managers, P&I underwriters and claims managers, solicitors, accountants, Flag and PSC inspectors and classification society surveyors.

COURSE SYLLABUS

- The Background to Marine Incident Investigation
- The Human Factor in Incident Investigations
- Initial Actions in an Investigation
- Managing the Investigation
- Witnesses and Interview
- Collecting Physical Evidence
- Human Factors
- Analysis, Tools and Techniques
- Developing Conclusions and Making Recommendations
- Witness Interviewing
- The Cognitive Interview
- List of Potential Sources of Evidence
- References and Further Reading

Short Course in Maritime Emergency Preparation & Response

1 module. Course author: Ian Biles



WHAT YOU WILL LEARN

This unique course will provide you with essential knowledge needed to help prepare you for the unexpected.

WHO IS THE COURSE SUITABLE FOR?

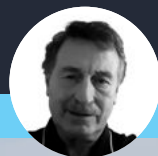
This course is suitable for any personnel who are involved in the management of ships or yachts.

COURSE SYLLABUS

- An Introduction to Emergency Preparation and Response
- Preparation and Planning
- Communication
- Emergency Organisation
- Training and Drills
- Media
- Appendix 1 – IMO Guidelines on the Control of Ships in an Emergency
- Appendix 2 – A Self-assessment Guide to Check the Contents of an Emergency Plan
- Appendix 3 – Casualty Information
- Appendix 4 – Crisis Management and Communications

Short Course in Offshore Wind Turbine

1 module. Course author: Ian Bryant



WHAT YOU WILL LEARN

The specialist course provides you with the fundamental knowledge required for working within or associated with the offshore renewable industry, with a specific focus on the operation of offshore wind turbines.

WHO IS THE COURSE SUITABLE FOR?

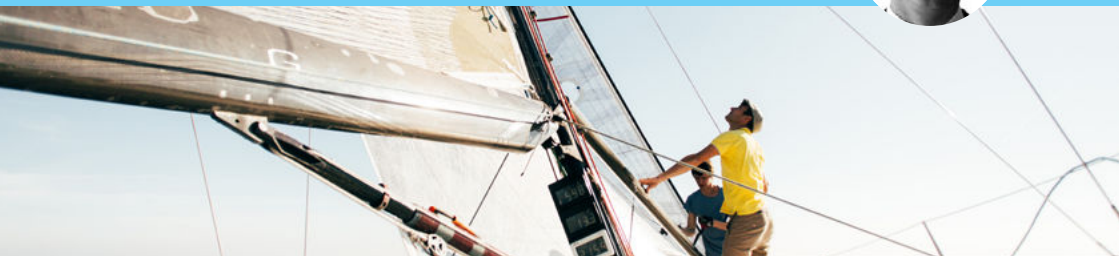
The course is fundamentally aimed at individuals seeking to work in the offshore renewable industry and those who wish to expand their knowledge and responsibilities regarding offshore wind turbines and their associated systems. It is also suitable for professionals working within, or connected to, the offshore renewable sector who require a solid understanding of offshore wind turbines. In addition, the course benefits anyone wanting a strong working knowledge of offshore wind turbine systems, providing clear advantages in both professional development and industry application.

COURSE SYLLABUS

- Offshore wind turbine component overview
- Equipment safety
- Wind turbine condition monitoring
- Troubleshooting
- Wind turbine equipment inspection
- Preventative maintenance
- Start & stop procedural overview
- Wind turbine firefighting
- Offshore wind turbine installation & equipment overview
- Overview of floating wind turbines
- Decommissioning the wind turbines

Short Course in Sails & Rigs

1 module. Course author: Liam Dowling



WHAT YOU WILL LEARN

This course delves deeper into the subject and provides in-depth knowledge, focusing more on the construction process, servicing and surveying techniques which require additional knowledge and an upgrade in skills.

WHO IS THE COURSE SUITABLE FOR?

The course is designed for marine professionals with at least a basic understanding of the design and construction of modern rigs and sails, servicing techniques and areas of concern. Perfect for riggers, sailmakers, racing and sailing crew, as well as marine surveyors.

COURSE SYLLABUS

Section 1 – Sails

- Materials
- Dacron
- Spectra
- Moulded Sails
- 3Di
- PBO
- Cuben Fibre
- Spectra / Kevlar
- Sail Inspection
- Head Sails (Genoa, Jib, Stays'l)
- Mainsails Lashings
- Spinnakers, Gennakers, Cruising Chutes, Chicken Chutes
- Storm Sails

Section 2 – Masts and Rigs

- Masts
- Aluminium Masts
- Carbon Fibre Masts
- Wooden Masts
- Rigs
- Composite Standing Rigging
- Stainless Steel, Brass and Galvanised Rig Fittings
- Wire Standing Rigging
- Rod Standing Rigging
- Aluminium and Titanium Mast Fittings

Short Course in Surveying Yacht & Small Craft Engines

1 module. Course author: Gary Webster



WHAT YOU WILL LEARN

Modern-day mariners rely heavily on their yacht's engines and ancillary equipment. This course has been designed to highlight the possible weaknesses that may show up and why.

WHO IS THE COURSE SUITABLE FOR?

This 1 modular course is aimed at experienced surveyors who wish to learn more about Surveying Yacht and Small Craft Engines and will give a thorough insight into the subject.

COURSE SYLLABUS

- Introduction
- Types of Engine
- Engines
- Fuel Systems
- Drive Systems
- Exhaust Systems

Short Course in Surveying Yacht & Small Craft Systems

1 module. Course author: Gary Webster



WHAT YOU WILL LEARN

This course has been designed to give you an idea of what some of the common faults are with certain systems and how to report these facts.

WHO IS THE COURSE SUITABLE FOR?

This short course is aimed at experienced surveyors who wish to learn more about Surveying Yacht and Small Craft Systems and will give you an insight into the subject.

COURSE SYLLABUS

- Introduction
- Exhaust Systems
- Air Conditioning
- Water Systems
- Fuel Systems
- Bilge Pumps
- Gas Systems
- Electrical Systems
- Safety Equipment
- Limitations of a Marine Surveyor
- Non-intrusive Examination

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.

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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.

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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.

T: + 44 (0)1252 739779

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.

Maritime Training Academy

Tel: +44 (0)1252 739779

Email: courses@maritimetrainingacademy.com

maritimetrainingacademy.com

