



Diploma in Superyacht Operations

We are pleased to announce that Reliance has been able to secure a 5% discount in this one year course starting the 1st January 2005.

Modules include

• An introduction to the Superyacht Industry

• Legal aspects of yacht Management

• Superyacht Insurance

• Personnel

• Operations Management

• Interior Management and catering

• Accounting

• Chartering

• Repairs and maintenance

• New Build Project Management

Print the following brochure, complete and submit with a referral to Reliance Yacht Services to qualify for the discount.

If you prefer a brochure sent in the post, please call or email the office and we will be happy to supply.

Regards

Nick Irving
MD

A Qualification for Superyacht Crew

DIPLOMA IN Superyacht OPERATIONS



A year long Diploma course delivered by distance learning, which starts 1st January 2005 and comprises ten modules.

Modules

- An Introduction to the Superyacht Industry
- Legal aspects of Yacht Management
- Superyacht Insurance
- Personnel
- Operational Management
- Interior Management and Catering
- Accounting
- Chartering
- Repairs and Maintenance
- New Building Project Management

The Course offers:

- Enhanced career path opportunities within the yachting industry
- Professional crew the possibility to broaden their knowledge beyond the scope of existing qualifications
- The opportunity to accrue specialised knowledge of the industry from a broad prospective

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MPI Group,
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The Professional Yachtsmen's Association was formed in 1991 with the aim of creating and maintaining a recognised professional status for seagoing members of the yachting industry. The association is a non-profit making organisation, registered in France under the law of 1901 and is not a Trade Union.

Since its foundation, the membership roll call stands at almost 1500, now representing some 40 nationalities working on sailing and motor yachts from 15 to over 100 meters worldwide. The PYA works in consultation with the Maritime and Coastguard Agency (MCA), an executive agency of the UK Department for Transport, to ensure that proposed legislation is appropriate for the yachting industry and maintains a dialogue with both the UK and other influential regulatory bodies.

The PYA represents, informs and assists. It is essential that we are all aware of the problems and the changing requirements affecting our profession. We have a loud voice in this international arena and strive to influence the future of our industry and protect the interests of our members (as well as non-members!). We always keep uppermost in our minds that, as professional yachtsmen and women, our paramount function is to provide pleasure and enjoyment to yacht owners and guests within an environment of maximum safety.



Objective

A distance learning course to provide the knowledge necessary for aspiring yachts crew members. The course recognises the value of the various MCA Certificates but aims to fill the significant gaps in terms of practical knowledge between a Class 4 certificate and the skills required for the crew of a superyacht.

Structure and Timetable

The course consists of 10 modules undertaken by distance learning. The modules are dispatched one a month for students to study and require completion of a Tutor Marked Assignment at the end of each module. On completion there is a 3 hour open book formal examination. In order to complete the course successfully students must complete both course work and examination to the required standard. Students have the option to attend 2 tutorial seminars, one mid way through the course and one immediately before the examination.

Partners

Professional Body - Professional Yachtsmen's Association

Academic Body - UK University

Course Administrator - MPI Group

The structure of using a professional body combined with an academic body has proved very successful in other professional areas. By removing the examination from the control of the professional body and placing it within the academic framework of a University, independent validation of the standard is achieved whilst also providing a qualification that has an established academic value.

The course authors are drawn from some of the most experienced and respected members of industry who are specialists in their field of operation.



The MPI Group is a publishing and marketing company that has been involved in the marine industry since 1981. It was originally formed to publish the well respected ship repair, maintenance and conversion magazine Drydock which it does to this day. Since those early days it has produced a number of publications and organised many industry events. This has given the group an impressive list of contacts and a detailed knowledge of the industry.

Contact Details:

Tel: +44 (0)1252 849707 Fax: +44 (0)1252 849708

Email: info@mpigroup.co.uk



Outline Course Structure

Module 1

An Introduction to the Superyacht Industry

- Historical development over the last fifty years
- Different types and styles of yacht
- The industry today - designers, builders, crews, managers
- The Owners and their requirements
- The role of the yacht manager
- Future trends

Module 2

Legal aspects of Superyacht Management

- International law and how it works - United Nations, IMO and Flag State
- English law and the English legal system
- The American legal system and the essential difference to English law
- The law of contract - general, charter, new building, employment
- The law of tort - professional negligence
- The law as it relates to Superyachts - UK flag, H&S, private pleasure v commercial, load line, SOLAS, STCW, MARPOL, Tonnage, ISM and ISPS
- The law of Marine Insurance

Module 3

Superyacht Insurance

- Different types of cover - Hull and machinery, Protection and Indemnity, crew medical, crew personal effects, loss of charter hire etc.
- The different insurance markets available, policy wordings and meanings. The advantages and disadvantages of different wordings and types of cover.
- The role of the insurance broker (producing and placing), the lead underwriter, following underwriters, the underwriting agent, the claims manager, the loss adjuster and the recovery agent
- Managing a Superyacht Insurance

Module 4

Personnel

- Crew structures and sizes
- The Role of the Captain
- Crew character and qualification requirements including STCW
- Recruitment, training and retention
- Career progression
- Contracts of employment, terms and conditions, ships articles
- MCA and qualification requirements

Module 5

Operational Management

- Why do we need management systems? Their role and function.
- Standing orders and Owners instructions - letter of authority, H&S policy, EP policy, D&A policy, Security policy, financial policy
- Safety management and the ISM Code
- Security - the Port Security Regulations (ISPS)
- Risk assessment - what it is and how to do it
- Documentation and record keeping - SOPEP, oil record book, garbage record, accident book, log book, official log book, management records
- Diving, toys and charter guests

Module 6

Interior Management and Catering

- Hotel management
- Interior housekeeping
- Stewardess training
- Guest services
- Relations with Owner and guests
- Catering, food and beverages
- Stock control and rotation
- Inventory control
- Operations and procedures
- Health and Safety

Module 7

Accounting

- Book keeping
- Paper and computer systems
- Cash management with multiple currencies
- Accounts and auditing
- Financial regimes - flag and tax, commercial versus private pleasure
- Maintaining anonymity and the corporate veil
- VAT / TVA

Module 8

Chartering

- The Charter Broker network
- Forms of Charter agreement
- The Chartering seasons and the chartering shows
- Commercial chartering or chartering to defray cost
- Customer relations and fixing a charter
- The Charter fee, what it covers and what it excludes
- Crew performance
- Management of Charter guests
- Charter problems and their resolution

Module 9

Repairs and Maintenance

- General management of repairs
- Scheduled repair periods and the defect list
- Yard tenders and tender evaluation
- The MCA Code and the ISM Code and their influence on maintenance
- Classification and certification
- Paint maintenance and paint system repairs

Module 10

New Building Project Management

- Planning a new build
- Provisional specifications
- Tendering and tender evaluation
- New building contract
- Plan approval
- Site representation
- Trial and acceptance

Administration

The Course

- Teaching Method: - The course is delivered by distance learning.
- Delivery of Modules: - Modules and any other materials will be posted business rate in the UK and airmail overseas.
- Every effort will be made by the organisers to send the modules out monthly but due to unforeseen circumstances cannot be held liable for any delays.
- 10 Modules: - The compulsory module subjects provide the basic knowledge for the whole course.
- Course Duration: - The course lasts for approximately 12 months commencing 1st January 2005 with the mailing of the first Module.

Tutor-marked Assignments

- Tutor-marked Assignments: - One with each module. They are a compulsory element of the course and must be completed in order prior to exam.
- Self-assessed Questions: - Some modules contain self-assessment questions, designed to help candidates consolidate their knowledge. No answers are provided for these questions.

The Examination

- Exam Date: - October/November 2005 and April/May 2006 - dates to be advised.
- Exam Length: - Three hour open-book examination.
- Sitting Overseas: - Arrangements can be made for candidates to sit the exam in the country in which they are based at the time, subject to available support facilities.
- Certificate: - Candidates who choose not to sit the exam, and subject to successful completion of the compulsory Tutor Marked Assignments, candidates, will receive a certificate.
- For interest only: - You may take the course to broaden your own experience and knowledge without acquiring a qualification. You will receive the basic modules but do not have to undertake the assignments or sit the exam.

The Marking Structure

- Tutor-marked Assignments: - Constitute 27% of the final mark.
- Examination: - Constitutes 73% of the final mark.
- Pass Mark: - For the open-book Diploma examination is 75%

The Modules

- Presentation: - Each module will be presented in a bound, printed format and 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 list will be provided within each module.

Tutor Support

- Seminars: - There will be two tutorial seminars, one in April/May and one in October/November each year. The October/November seminar will be the day before the exam. They are not compulsory but are beneficial and are an excellent opportunity to meet fellow candidates, the Course Director, authors and tutors.
- Course Director, Tutors & Authors: - To support you during your studies the Course Director, Tutors and Authors are available to help with any problems or technical questions by e-mail. Contact details will be given to you on commencement of the course.
- Administration: - For matters relating to enrolment, payment of fees, change of enrolment details, module mailings etc, contact MPI Group on: Tel +44 (0)1252 849707 or fax on +44 (0)1252 849708. E-mail: info@mpigroup.co.uk

Studying Time

- Core Modules: - We recommend 10 to 30 hours study time for each module, with additional time being set aside for completing the Tutor Marked Assignments.

Entry Criteria

- These are a guideline only as all applicants will be vetted by the Course Director who holds the final discretion on acceptance.
- *A* level standard or equivalent (High School)
- Five years plus of relevant experience.
- NVO Level 4 or equivalent and minimum DTI Class Four Certificate of Competency
- Candidates with no formal qualifications but who can demonstrate a number of years relevant industry experience welcome to apply.

Language of the Course

- The course will be conducted entirely in English, in verbal and written format.

How to enrol on the course

- Complete the Application form and send with your payment to MPI Group, The Orchard, Elvetham Lane, Hartley Wintney, Hampshire RG27 8AJ. UK, England

Course Fees

- Payment: - Payment must be made with application by cheque, bank transfer or credit card. Fees will be refunded in full should applications be declined.
- Certificate Fee: - The basic course fee is £1250 (plus VAT @ £218.75) This covers the modules.
- Diploma Fee: - For Diploma candidates there is an additional fee of £683 (plus VAT @ £119.53) This covers examination costs and the issuing of a Diploma.
- Air Courier Fee: - An additional total fee of £200 (VAT exempt). This is recommended for candidates in areas which have problems with their mail postal system. Other overseas mail will be mailed by air. Nothing is sent surface.
- Not included in the fees: - Any travel, food or hotel accommodation required.
- Discounts: - Available for group registrations. Please contact MPI Group for details. Tel: + 44 (0)1252 849707 E-mail: info@mpigroup.co.uk

Payment Methods

- Cheque: - Made payable to MPI Group.
- Bank Transfer: - MPI Group bank account at: National Westminster Bank, 19 Shaftesbury Avenue, London, W1A 4QQ, UK Account No. 06532381 Sort Code: 56-00-29
- Credit Card: - Include number, card type, issue and expiry dates, address of the card holder.
- VAT: - Under UK Customs & Excise regulations, participants from all countries are required to pay any VAT amounts due.
- Reclaim: - Companies from outside the UK may be entitled to reclaim this cost and need to contact their local tax authorities.

Cancellation policy

- Terms: - To be received in writing before the start date of the course and will receive a full refund less an administrative charge of £100.
- Exceptions: - Cancellations made after the start date of the course will only be considered in exceptional circumstances and will be at the discretion of the Course Director.

The content of the course is subject to change at the discretion of the Course Director.

Application for Enrolment

DIPLOMA IN Superyacht OPERATIONS

Office Use: Rcd: Apd: Env: Ref: Inv: Pay:

Personal details

Surname: Forename: Title:

Sex: M/F Nationality: Country of Permanent Residence

Contact details

Present Company/Employer: Your Position:

Work Address:

.....

.....

Work Phone No: Work Fax No:

Work E-mail:

Home/Correspondence Address:

.....

.....

Home Phone No: Home Fax No:

Home E-mail:

Mobile:

Mailing materials address

- Mail my course materials to me at my work address
- Mail my course materials to my home/correspondence address

Form to be returned to: Superyacht Distance Learning, MPI Group, The Orchard, Elvetham Lane, Hartley Wintney, Hampshire RG27 8AJ, England Tel: +44 (0)1252 849707 Fax: +44 (0)1252 849708 E-mail: info@mpigroup.co.uk



Application for Enrolment

Education

College/University name and subjects passed with grades:

Relevant experience

In the absence of formal qualifications, briefly, please state your relevant work experience here or attach a resume:

Professional qualifications

Please give details of any professional qualifications and the names of any professional bodies of which you are a member (eg. PYA, NI, IMarEST, SNAME, CEng):

References

In the event a reference may be needed to support your enrolment, please give the name and address of one referee and his/her position:

Finance

- fees due with application

- | | | | |
|--|--------------------|----------------------|----------|
| <input type="checkbox"/> I am taking the Certificate/Interest only option. | Fees due: £1250.00 | (plus VAT @ £218.75) | £1468.75 |
| <input type="checkbox"/> I am taking the Diploma option | Fees due: £1933.00 | (plus VAT @ £338.28) | £2271.28 |

Payment

I enclose a cheque for £..... made payable to MPI Group
(Cheques must be in pounds sterling and drawn on a British bank)

I am making a payment free of all charges directly to the MPI Group bank account at:
National Westminster Bank Plc, 19 Shaftesbury Avenue, London, W1A 4QQ, UK
Account No: 06532381 Sort Code: 56-00-29

Please charge my credit card: VISA MASTERCARD AMERICAN EXPRESS

Card Number: Expiry:

Holders Name: Date:

Billing Address:
.....

Please send me/my company an invoice (Delete as applicable)

Declaration

I confirm that the statements made by me on this form are correct:

Signed: Dated:

Data Protection: We would like to keep you informed of MPI Group's products and services and may also from time to time make your details available to carefully screened companies who may be of interest to you. However, if you specifically do not wish your details to be used, please tick here

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