














# contents

 <b>section 1</b> - Starting Out (new to the industry)	3
your cv   bluewater one	
 <b>section 2</b> - Our Team of Instructors	8
 <b>section 3</b> - Entry Level Qualifications	13
stcw95   powerboat II   interior foundation   service foundation galley foundation   wine & cocktail foundation	
 <b>section 4</b> - Deck Department	19
yacht rating   yachtmaster offshore & ocean officer of the watch   chief mate   master	
 <b>section 5</b> - Engineering Department	31
MCA approved apprenticeship   craft skills test AEC certificate   MEOL (Y)   Y4, Y3, Y2, Y1	
 <b>section 6</b> - Advanced Safety	41
advanced sea survival   advanced fire   medical first aid   medical care at sea	
 <b>section 7</b> - Career Development	45
jet-ski instructor   ship security officer   shipboard safety officer   ecdis crisis management & human behaviour   crowd control	
 <b>section 8</b> - Interior Department	49
interior foundation   service foundation   WSET wine certificates level 1&2   advanced service   interior management	
 <b>section 9</b> - Galley Department	53
food safety awareness   galley foundation   creative canapés seafood masterclass   seasoned chef	
 <b>section 10</b> - Frequently Asked Questions	57
 Yachtmaster, are you ready?	64
 Training record book advice, Do's & Dont's	66
 Manning Scales	68

# references

While we make every effort to ensure that the information in this guide is correct, you should refer to official documents if you are in any doubt. Bluewater and The Crew Training Centre cannot be held responsible for any errors in this booklet.

This guide is based partly on information contained in the following documents and publications issued by the Maritime and Coastguard Agency of the United Kingdom.

**MSN 280 (M)** Code of Practice for the operation of Small Commercial Vessels (SCV)

**MSN 1792 (M)** The Large Commercial Yacht Code (LY2)

**MSN 1802 (M)** Certificates of Competency: Yacht Deck Officers' Training and Certification Guidance - Part A7

**MGN 156 (M)** Certificates of Competency or Marine Engine Operator Licences for service as an Engineer Officer on commercially and privately operated yachts and sail boats.

**MGN 270 (M)** Yacht Rating Certificate

**MIN 208 (M)** Revised Syllabus for Engineering Certificates of Competency.





# section 1

starting out | your cv | bluewater one

# starting out

## The first job...beating the field.

If you have not worked on yachts before, you need to show potential employers that you have the necessary qualities to do so.

The hardest job to get in yachting is your first one. Most yachts would prefer to employ crew with at least one season's experience; those who found work last year are more likely to be selected. **So, how can you make yourself stand out?**

- **The key to getting your first job is to network, network, network!**
- **ALWAYS** carry a copy of your CV (see below for CV guidance)

In addition to registering and checking-in regularly with the agencies, it is important to walk the docks at the local ports and marinas asking for day work and talk to people at the local crew houses, yacht training schools and cyber cafes.

When walking the docks, start early, looking smart and keen. Turning up at the passarelle of a large yacht at 10.00 with a hangover and looking like you have just slept on the beach will **NOT** get you employment.

## how to present yourself

At all times it is important to have a professional appearance, whether interviewing or walking the docks. You should be clean shaven, well groomed, hair pulled back and presentably dressed. Tattoos need to be covered up and piercings removed.

An overall clean and smart appearance says a lot about your attitude and work ethic. Always be on time for any interviews. An enthusiastic, polite and personable nature is obviously very important as well.

## training

STCW95 Crew Basic Training is essential to get a job. This is an extremely important course and you should read the description of it in this guide.

Other courses are not formally required but if you want to stand out from the crowd and show that you are serious about working in the industry then additional training will benefit you considerably.

Read section 3 about entry level qualifications. Yachting is a well-paid industry and you will recover the cost of your investment in training very quickly when you get that first position onboard.

## your CV

A CV should be no more than two sides of A4 and should include your photo.

The photo should ideally be in colour, face on and you should not wear sunglasses.

Party photos should not be used! The CV should be targeted at the yachting industry according to what you want to do:

- If you are applying for a steward/stewardess position, emphasize any hospitality experience or customer service you may have had; such as waiter/waitressing, hostessing, silver service, bartending, cooking, nanny/au-pairing, babysitting, flower-arranging, cleaning, and/or laundry experience.

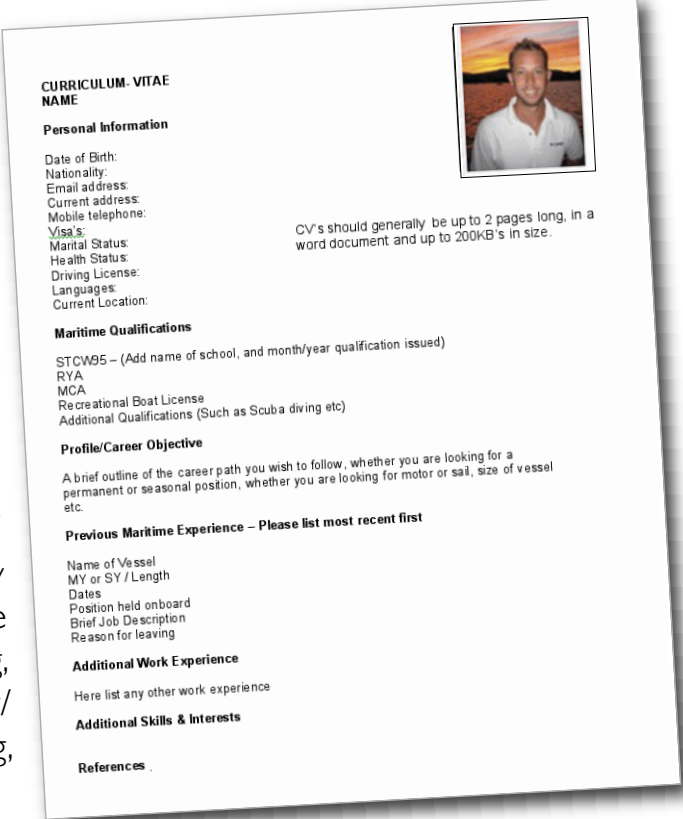
- If you are applying for a deckhand position, include all woodwork/carpentry and mechanical experience in addition to painting, polishing, varnishing, diving, sailing, fishing and all watersports skills/qualifications you may have.

- For an engineering position, include all mechanical experience and qualifications including all work done in refrigeration, air conditioning, hydraulics, engines, electrical work, electronics and computing. If you have any craft skills, such as welding, metalworking etc, then be sure to mention it.

### Additional qualifications that are appealing to yacht captains and owners are:

Languages, experience in hotels, resorts, as air cabin crew or on cruise ships, CPR, first aid certification or any emergency medical training, nursing and masseuse/beauty therapy qualifications.

Extra curricular activities such as travelling, recreational sailing, watersports and diving can be helpful on your CV, so stress any experience, even non-professional, and briefly list any recent travels.



**CURRICULUM-VITAE**  
**NAME**

**Personal Information**  
Date of Birth:  
Nationality:  
Email address:  
Current address:  
Mobile telephone:  
Visa's:  
Marital Status:  
Health Status:  
Driving License:  
Languages:  
Current Location:

**Maritime Qualifications**  
STCW95 – (Add name of school, and month/year qualification issued)  
RYA  
MCA  
Recreational Boat License  
Additional Qualifications (Such as Scuba diving etc)

**Profile/Career Objective**  
A brief outline of the career path you wish to follow, whether you are looking for a permanent or seasonal position, whether you are looking for motor or sail, size of vessel etc.

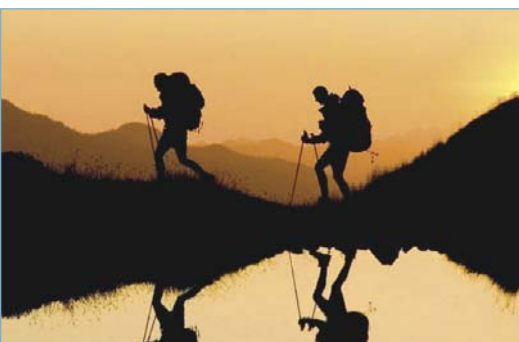
**Previous Maritime Experience – Please list most recent first**  
Name of Vessel  
MY or SY / Length  
Dates  
Position held onboard  
Brief Job Description  
Reason for leaving

**Additional Work Experience**  
Here list any other work experience

**Additional Skills & Interests**

**References**

CV's should generally be up to 2 pages long, in a word document and up to 200KB in size.



# bluewater *one*

Bluewater was founded in 1991 as a crew agency based in Antibes and has since grown to be one of the largest complete service yachting companies in the world. Early in 2010, bluewater launched the one account, revolutionising the way yachts recruit crew. Now we are able to offer two options to captains, managers and owners: traditional placement or the one account..

## What is the difference?

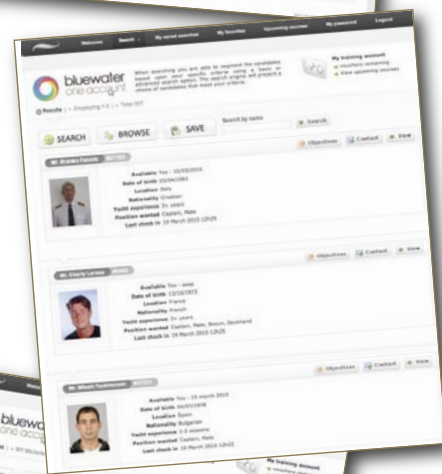
Traditional placement has always been the industry norm. Yachts supply agents with a detailed job specification and upon successful placement of a crewmember, we charge the yacht a percentage of the monthly salary.

The one account is a 12 month subscription in which yachts can recruit as many crew as they need over the year for all departments onboard.

We provide yachts with access to our complete database of available crew and work with them to find suitable candidates when vacant positions arise.

100% of the cost of the subscription is then reimbursed to the vessel in the form of training vouchers for crew working onboard to invest in crew development.

Over 100 yachts signed up within just six months which represents MANY job opportunities for crew seeking work, be it on deck, interior, galley or the engine room.





### How does the agency work?

The first step is to register online for free at [www.bluewatercrew.com](http://www.bluewatercrew.com), making sure that all the fields are completed and that we have access to all of your documents, in particular an up-to-date CV. It is really important that we know where you are, and how to get hold of you, so that you don't miss out on any opportunities.

Once you've registered, the next step (if you are able to) is to come in and meet with us for an interview, so that we can meet you face to face and get to know you a bit better. We interview Monday to Friday, between the hours of 9am to 12am.

It is really important that you keep in touch with us – during busy times we can have hundreds of crew members checking in daily. If you do not check in after a month, your file automatically is made 'inactive' and will no longer appear in search results. If you are keen to remain at the top of a search, you need to check in approximately twice a week.

### How do I check in?

This can be done online at [www.bluewatercrew.com](http://www.bluewatercrew.com), in person by signing in at the front desk, by email or by telephone. Our office address and telephone numbers can be found on the back of this guide.

# section 2

## Our Team

Bluewater crew and training departments are made up of over 40 professionals in their specialised fields, allowing us to provide accurate advice and quality training in every area. Our two major crew & training offices in Antibes and Palma are operated by a multilingual team on hand to advise you on everything from finding your first job to planning your career.

Throughout the year we organise many events to help you find your feet and network within the industry. We also regularly host conferences and seminars to keep you up to date with the latest changes in the rules and regulations that govern yachting. Information on all of these events can be found on our website or you can join us on various social networks such as facebook and twitter.



follow us on facebook & twitter



# our instructors



## John Wyborn

Joined the Royal Navy as a seaman officer after university and served in various types of vessel including frigates, destroyers and finally in command of HMS MENTOR; a navigation and seamanship training vessel teaching RN trainees and foreign navies. He co-founded bluewater in 1991 where he has continued in his training role building the largest training provider dedicated to our industry. He still teaches some deck courses and has an exceptional success rate in oral prep for MCA deck exams.



## Phil Holden

Spent his 20's in the Royal Navy, working in fishery protection, with a lot of experience in heavy weather RIB handling. He served as second in command on 65m HMS SHETLAND and then became Commanding Officer of HMS MANLY, Inshore Training Squadron. Co-founding bluewater in 1991 with John Wyborn and Peter Bennett, he has built up the company's yacht management division which he currently heads. He is still involved in training, especially in the fire and safety courses and he manages bluewater's fleet of training craft.



## Jason Cook

Spent 11 years in the Royal Navy Submarine Service as a nuclear reactor and propulsion engineer. Obtaining an HND in Marine Engineering at this time he also gained a fitter/turner trade certificate and an unlimited steam watch keeping certificate. A further five years as Chief Engineer aboard 500gt yachts then led to a 10 year period as manager and Chief Engineer instructor at bluewater Palma.



## Ken Dales

Ken Dales went to sea with the Royal Navy at the age of 15. After 7 years he entered the Hampshire Fire Brigade where he rose to the rank of Station Officer. During this time he spent 7 years seconded to the fire school at Warsash Maritime Academy in charge of practical marine and offshore fire-fighting. A Chartered Member of the Institute of Operational Safety and Health. He was employed by Western Geophysical as a sea-going fleet safety officer before being head-hunted for bluewater. Responsible for all safety related courses, he teaches Advanced Fire-fighting, Shipboard Safety Officer, Ship Security Officer, Crisis Management and Human Behaviour and Crowd Control. As a key member of our Yacht Management team he acts as DPA/CSO.



## Tim Moss

Tim Moss MBE is a Chartered Marine Engineer who has been instructing at bluewater since 2007. After 33 years in the Royal Navy he has accrued much engineering, management and training experience, serving in vessels ranging from 500 to 20,000 dwt. A Master of Science and accomplished instructor he has specialised in instructing Y4, Y3, and Y2 modules with high success rates and an impressive reputation for delivering unrivalled quality courses and Oral Examination Preparation.

# our instructors



## Rod Holroyd

Started as a indentured navigation apprentice in 1963 in the Merchant Navy. Worked through the ranks to obtain the Master unlimited with chemicals/oil & gas endorsements. Appointed Master in 1980 to sail all types of vessels from 5000gt to 250,000gt. From 2000 onwards Rod moved ashore to work as superintendant for a multinational shipping company and moved from here to various management positions in the port industry before joining bluewater in 2008.



## Martin Pound

Served for 25 years in the Royal Navy as a deck officer. Commanded three warships and navigated a number of others including the ice breaker HMS ENDURANCE and the aircraft carrier HMS ILLUSTRIOUS. Also served on the Royal Yacht BRITANNIA. Since then he worked as an RYA sailing and motor boat instructor in the UK during the 90's and for the last 9 years has taught Navigation & Radar and Seamanship with bluewater.



## Jules Richards

After starting life as a journalist, is now an RYA Trainer (the highest grade of powerboat and personal watercraft instructor) and teaches a variety of RYA courses. One of our most dynamic and effective trainers, he qualified as a fire fighting instructor at the National Sea Training Centre and is now one of our core fire instructors. He recently qualified to teach GMDSS GOC, where he has a very good pass rate. Jules is bluewater's Chief Powerboat Instructor and regularly represents the company (and industry) at UK powerboat conferences.



## Keith Wilkinson

Began his working life as an accountant, but soon changed career, working as an RYA Instructor and carrying out long distance yacht deliveries. Arriving in the South of France, he discovered the Super-yacht industry. He gained his Master 3000 (Yacht), one of first to gain this (then new) qualification. He has taught the deck courses at bluewater for almost 10 years and is our most versatile instructor, teaching most of the OOW and Master modules. Keith is also an Advanced RYA powerboat and jet-ski instructor and VHF radio assessor.



## Shelley Johnson

Originally from Canada, Shelley trained in the UK as both a nurse and midwife before discovering yachting. Once qualified, she worked on both sail and motor yachts around the world for a number of years before joining the bluewater team in 2004 as a Crew Agent. During her time as a crew agent Shelley often taught our full range of medical courses before moving full time into instructing in 2011.

# our instructors



## James Clarke

James has been a freelance professional skipper, instructor, author and yachting writer for 20 years. He instructs RYA and MCA theory and practical courses for bluewater training in Antibes and Palma. His Atlantic Pilot Atlas has become required reading for all skippers planning Atlantic crossings and has also published Reeds Super Yacht Manual, an ideal course book for OOW candidates.



## Steven Hosking

Started his career as Royal Navy clearance diver, this was followed by a long stint in the Cornwall and London fire brigades rising to watch commander. Steve now works fulltime as the main safety instructor for bluewater Palma. In addition he holds an Advanced Powerboat Instructor Certificate and teaches various RYA courses for the Spanish branch of bluewater.



## Liz Taege-Maynard

Liz runs our new galley training facility in Biot. She has been involved in the yachting industry for over 10 years and cooking for many more in restaurants and private villas. Liz promotes the use of fresh natural ingredients and using sustainable local produce where possible. Having travelled to most of the world's yachting destinations as a professional yacht chef, Liz is ideally qualified and keen to pass on her experience.



## Peter Misson

The 'eminence grise' of the corps of instructors, Peter Misson went to sea at 17 as an Able Seaman in the Merchant Navy. He rose through the ranks and became Chief Mate, then Master. In a varied career he was Mate and Master of various merchant vessels and a harbour pilot in the treacherous waters of the Channel Islands. He has been a Yachtmaster Instructor for over 20 years, working mainly along the South coast of the UK and an examiner for I5. Peter teaches Yachtmaster Offshore and Ocean theory for bluewater and also General Ship Knowledge.



## Neil Watson

After leaving school Neil went directly into the Royal Navy and spent 16 years working through the ranks in the fleet air arm. Upon leaving the Navy he spent seven years in the fire service before moving to France to join an electronic manufacturing company. Neil then went on to race classic sailboats in most of the regattas around the Mediterranean and worked up the ranks to skipper several boats. Neil is a recent addition to the bluewater team and currently teaches the STCW95 basic training and AEC.

# our instructors



## Darren Sergent

Darren has 11 years experience as an RYA Yachtmaster instructor around the UK and 15 as a PADI dive instructor. He has worked as a delivery skipper for UK builders and has also commanded a range of private and charter yachts in the Mediterranean over the last 10 years. Darren is our RYA Chief Instructor for the Yachtmaster programme but is also an Advanced Powerboat and JetSki Instructor. He is our only instructor who is still an active seagoing captain working for us through Autumn to Spring then commanding a 28m for the season.



## Lizzie Irving

Came to the South of France as part of her degree course in International Marketing & Strategy and began working onboard in her spare time and summer holidays. Lizzie completed three Med seasons on a variety of motor yachts and once graduated she returned to the Riviera. Recruited as Marketing & Sales manager at bluewater in 2008, having transformed our market profile, she still missed the sea and so became qualified as a Jet Ski Instructor. She teaches both on board yachts and in our training centres through the Summer.



## Brenda Van Zoeren

Brenda obtained a degree in Hotel Management and Hospitality in Holland then worked in a variety of positions in the hotel industry before going to sea as a stewardess on a 35 metre sailing yacht. Working in yachts up to 92 metres she gained a lot of experience of the pressures and pitfalls of the interior department. With over 10 years at sea she has worked as a Chief Stewardess on Yachts mainly over 65 metres and has been actively involved in the training of crew at sea. Having created her own training programme designed to be delivered on board, we were delighted to be able to recruit her into our corps of instructors when she came ashore to start a family. Brenda is keen to pass on her knowledge and experience to others and will be at the heart of exiting new developments being proposed for training in this area.



# section 3

deck | engineering | interior | galley



# entry level training

If you are seeking work in the yachting industry for the first time, certain courses are essential and others are highly desirable in the eyes of potential employers.

## COURSES FOR ALL CREW

You will find it difficult to obtain a job in yachting unless you have attended these courses. They contain essential safety information for anyone going to sea for the first time.

### stcw95 crew basic training

Basic training takes place over 5 days and comprises 4 courses. These are: Personal Safety and Social Responsibility, Fire Prevention and Fire Fighting, Personal Survival Techniques and Elementary First Aid. If you are hoping to go on to gain MCA Certificates of Competency, such as are described later in this booklet, you should be aware that the MCA expect that your STCW 4 element basic training takes place over a minimum of 5 days of tuition. Some centres offer training over a shorter time period. Such courses would not be recognised by the MCA.

### RYA boat driving certification

Under UK law most people do not require a licence to operate a boat of less than 80 GT. Most other countries, however, have a much lower limit than this. In France, for instance, permits are required over 6 Kw of engine power. The RYA National Powerboat Certificate (Level II) is recognised by most European administrations for the operation of small craft like yacht tenders under 10m.

Any yacht tenders outside the immediate vicinity of the mother ship would be well-advised to have qualified tender drivers. Obtaining this certificate at an early stage could make your CV stand out and enhance your job prospects. The course takes place over 2 days and has theoretical and practical boat handling elements.



## **RYA personal watercraft certificates (jet skis & wave riders)**

The Royal Yachting Association is currently the only maritime certification body to issue a Certificate of Competency specifically for these types of craft.

Although potentially very dangerous in careless hands, personal watercraft are very popular 'toys' on superyachts. Having an RYA jet ski licence could set you apart from other candidates for a job, whichever department of the yacht you are hoping to work in.

## **HOSPITALITY COURSES**

For new stewards and stewardesses, we have 3 entry level courses designed to help you to be more effective more quickly in your new job.

### **interior foundation course**

If you have never worked on a yacht before and you wish to enter the interior department, then this course is for you. You will be given a thorough introduction to all duties that you will be called upon to perform.

The interior of a yacht is filled with very expensive fine ceramics, wood surfaces, fabrics, high finish metal surfaces, precious objects. Having your specialist knowledge in caring for fine products could be invaluable.

### **service foundation course**

This 1-day course particularly appropriate for small yacht crew or junior crew on a larger yacht.

In 1-day, we can only give a broad introduction to this important subject. The course is designed to give you enough knowledge to be a useful member of a serving team on a large yacht and for small yacht crew to be able to provide a good level of basic service.



## galley foundation course

This 5-day course assumes no particular prior knowledge but will train you to function effectively in the very-tight confines of a yacht galley (kitchen). The course is taught in our new training galley and includes a lot of practical cooking to enable you to master the standard cooking skills from which you can build.

The course is ideal for anyone seeking work as a small yacht 'stew/chef', a larger yacht crew cook or sous chef. Whilst our 'Seasoned Chef' course is aimed at trained chefs, it is predominantly theoretical and so those qualified cooks wishing to acclimatise themselves to a marine galley may also benefit from the course.

## the wine & cocktail foundation course

The Wine & Cocktail Foundation Certificate is an entry-level qualification providing a straightforward introduction to wine & cocktails. The aim is to provide basic product knowledge, skills in serving wine and cocktails.

It is ideal for inexperienced crew who wish to advance their knowledge in this fascinating and important area. The course lasts 1-day and includes sampling a wide selection of international quality wines. It also includes basic bar work and how to prepare and present common cocktails.



## DECK COURSES

### the yacht rating certificate

Under rules published in MGN 270, some yachts need to carry a number of crew qualified with a Yacht Rating Certificate (please refer to the manning scales on page 68). This is to bring the industry into line with Merchant Navy practice.

The Yacht Rating Certificate is a combined deck and engineering qualification. To obtain it you will need the following:

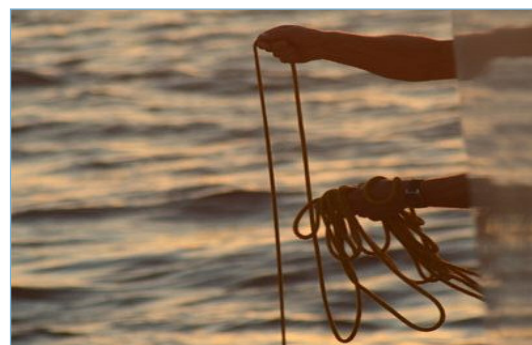
- 6 months yacht service
- 2 months sea service
- STCW 95 crew basic training
- An ENG I seaman's medical certificate.
- A completed Yacht Rating Training Record Book (you will need to download MGN 270 from the MCA website which contains the Training Record Book).

To apply, go online to [www.mcga.gov.uk](http://www.mcga.gov.uk) and follow the link to application forms; you can apply as soon as you have met the above requirements.

### 3 Day MCA approved yacht rating course

You can short circuit this process **AND** give yourself an edge in the job market by attending the MCA yacht rating course. Undertaking this course will negate the 6 months yacht service and completed Training Record Book as mentioned above.

This 3-day course will teach you, amongst other skills the basics of seamanship, knots and ropes, turning up heavy berthing ropes, basic rigging, steering, helm orders, engine pre-start checks, shut-down procedures and how to use an oil spill kit.



## ENGINEERING COURSES

### the approved engine course

This 5-day course assumes no prior knowledge of engineering and can really help you get a job.

Whether you wish to work as a small yacht engineer, in the engineering department of a larger yacht or, in fact, in the deck department, this popular course can help you. Many yachts are required to carry an 'assistant engineer', a position for which this course will qualify you.

It does not matter in which department the AEC holder works, many yachts, rather than employing another person for this role, will have an existing deckhand qualified to do the job. The course is described in more detail on page 33.



# section 4

yacht rating | yacht master | deck qualifications



# deck department careers

## introduction

A career in the deck department can be highly rewarding and ultimately very well paid. A career path exists for you from new deckhand all the way to Master 3000gt. After this, if you have the dedication, there is a route that can take you through to general service Merchant Navy certificates.

*Manning scales are at the back of this guide or in MSN1802.*

## yacht rating

The qualifications required to work on deck vary according to the position that you fill on board. After STCW95 the next qualification that you could consider if you are just starting in the yachting industry is the Yacht Rating Certificate. Vessels that are over 200gt (private or charter) will require a minimum amount of crew to have a Yacht Rating Certificate (please refer to the manning scale on page 68).

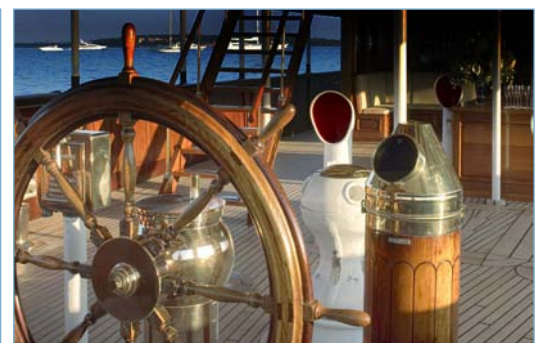
The requirements to obtain a Yacht Rating Certificate are described on page 17 of this guide.

## rya yachtmaster

On British-flagged (Red Ensign) vessels there are two Certificates of Competency allowing you to command yachts under 200gt:

### **RYA Yachtmaster Offshore** | **RYA Yachtmaster Ocean**

The difference between these certificates is the distance from shore that you are allowed to take your vessel. The Yachtmaster Offshore limits you to 150 nm from shore; the Yachtmaster Ocean has no limitations. Please refer to page 24 for the requirements to obtain these certificates. If you apply for a commercial endorsement to your RYA certificates, you will be allowed to work on a charter vessel which enables you to carry up to 12 paying guests on board.



## MCA/STCW master 200 GT

The 2 Yachtmaster Certificates of Competency are not STCW endorsed, which means they are UK-only certificates and therefore limit you to work on British-flagged vessels only.

Once you have obtained these certificates, however, the MCA will allow you to convert them to a 200gt Certificate of Competency which is STCW endorsed, with identical limitations to Yachtmaster.

The Master 200gt Certificate of Competency (either limited or unlimited) is awarded upon successful completion of an oral examination by an MCA official. Please refer to page 25 of this guide for more details on requirements.

This qualification would allow you to work on vessels other than British-flagged (eg. Luxembourg-flagged vessels). Please note that an OOW (Yacht) certificate will now automatically have a Master 200gt endorsement with no further training.

## How to apply for MCA deck qualifications

In order to obtain any MCA Certificate of Competency, you will need to submit an application form so that you can prove that you have met the minimum MCA requirements.

This application form must be downloaded from the MCA website [www.mcga.gov.uk](http://www.mcga.gov.uk) Follow the link for 'working at sea', 'training and certification' and 'application forms'

You will send the application form along with:

- proof of nationality and age
- proof of service, eg. passport, I.D. card (see page 23 for definitions of Service)
- a valid medical fitness certificate (ENGI)
- course completion certificates from any required training modules
- examination pass certificates for modules with externally moderated exams
- For OOW applications, a completed Training Record Book (see page 66)

\*We recommend that you obtain your ENGI medical fitness certificate BEFORE you start any training. If you have any medical condition which disqualifies you from service at sea, you could have wasted a lot of money if you discover this at the end of your training

If your application is complete, you will receive a Notice of Eligibility (NOE), which allows you to present yourself for oral exam at an MCA office or with an MCA Examiner organised by your training provider.

Please note that, if at the time you obtained your NOE you had not completed all your modules, you will have to present your original certificates to the oral examiner.



## service definitions

Under the new rules laid out in MSN 1802 (you can download this from the MCA website) there are now 6 definitions of service which you need to consider.

Service should be in the deck department and Onboard Yacht Service reckoned from the date of engagement to the date of discharge. At least 6 months of the qualifying Sea Service must have been performed within the 5 years preceding the application. The service definitions are as follows:

### REFERENCE: MGN 1802 (M)

#### Onboard Yacht Service

*The time spent signed on to a yacht crew agreement, irrespective of the activity of the yacht.*

#### Actual Sea Service

*Time spent at sea, which may include time at anchor or on river or canal transits associated with a passage.*

#### Yard Service

*Time standing by a build, refit or repair. This may be counted toward Sea Service up to a maximum of 90 days.*

#### Stand-By Service

*Time spent alongside whilst fully crewed, fuelled, victualled, and stored, ready to proceed to sea. For example between charters.*

#### Watchkeeping Service

*This is Actual Sea Service spent as a Bridge Watchkeeping Officer in full charge of the navigational watch for not less than 8 hours in 24, on a passage.*

#### Sea Service

*This is a combination of Actual Sea Service, Stand By Service and Yard Service, for use in Yacht CoC applications. For general service applications greater than 3000gt, Watchkeeping Service will be needed.*

# certificate of competency (coc) prerequisites

## **rya yachtmaster offshore**

This is not a beginner's course and candidates should make sure that they have enough experience and sea time. See page 64 for a pre-course self test.

The requirements are:

- 50 days at sea
- 2500 logged miles at sea (half must be tidal)
- 5 passages over 60 miles (including 2 as skipper and 2 overnight)
- Yachtmaster Offshore shore-based theory certificate
- RYA Yachtmaster Offshore Practical exam pass
- VHF (ROC or SRC)
- First Aid Certificate (STCW95 Elementary First Aid Certificate is accepted)
- For Commercial Endorsement: 1 day Sea Survival (STCW95 Personal Survival Techniques is accepted) and ENG1 medical fitness certificate

## **rya yachtmaster ocean**

By completing your Yachtmaster Ocean you will lift the limitation on distance from shore to obtain an unlimited CoC. The requirements are:

- Yachtmaster Offshore Certificate of Competency
- Yachtmaster Ocean shore-based certificate
- Practical experience: have an ocean passage of a minimum length of 600 nm (minimum of 96 hrs at sea) over 50nm from land
- Oral Examination by an RYA Ocean Examiner: during this exam you will have to present to the oral examiner a narrative account of passage plan and execution
- Ocean Sights (sun run sun and meridian passage) and a compass check.

## stcw MCA master 200gt coastal

The requirements for this Certificate of Competency are:

- 19 years of age
- STCW Crew Basic Training
- ENGI medical fitness certificate
- Yachtmaster Offshore Certificate (commercially endorsed)
- GMDSS (ROC)\*
- Pass the MCA Master (Yachts less than 200gt) oral examination

## stcw MCA master 200gt unlimited

- +19 years of age
- STCW95 basic training
- ENGI medical fitness certificate
- Yachtmaster Offshore Certificate (commercially endorsed)
- Yachtmaster Ocean Certificate
- GMDSS (GOC)\*
- Pass the MCA Master (Yachts less than 200gt) oral examination

*\*Note: We strongly recommend to those candidates considering lifting the coastal limitation of their Master 200gt CoC or obtaining an OOW CoC, to attend a GMDSS GOC course as there is no route to upgrade a Restricted Operator's Certificate (ROC) to a General Operator's Certificate (GOC).*

## officer of the watch (yacht less than 3000gt)

The prerequisites and service requirements are:

- +19 years of age
- Have (since the age of 16 years) a minimum of 36 months Onboard Yacht Service, on vessels of any size, including not less than 12 months Sea Service on vessels of 15 metres or over load-line length.
  - The Sea Service must be:
    - a. A minimum of 250 days 'Actual Sea Service', and
    - b. the balance of 115 days being any combination of the following:
      1. Further Actual Sea Service
      2. Stand-by Service
      3. Yard Service (max 90 days continuously or in separate periods)
- Have completed the MCA approved Training Record Book<sup>1</sup>
- Hold all of the following certificates:
  - Yachtmaster Offshore shore-based course<sup>2</sup>
  - Yachtmaster Offshore Certificate (commercially endorsed)
  - STCW95 Basic Training Certificates: PST, FP&FF, EFA, PSSR
  - Advanced Sea Survival for Yachtsmen<sup>3</sup>
  - GMDSS GOC Certificate of Competency
  - Navigation and Radar (OOW Y) course completion and exam pass cert.
  - General Ship Knowledge course completion and exam pass cert.
- Oral exam

*1. Note: Not required if the candidate can provide evidence of 36 months' Sea Service in vessels of at least 24 metres in load-line length or not less than 80gt. For those having trouble with the MCA OOW Training Record Book, please have a look at page 66 for some useful tips.*

*2. Note: Not required if the candidate holds a Yachtmaster Offshore Certificate issued before 31 July 2003*

*3. Note: Where a yacht is fitted with davit launched lifeboats, any person in charge of the launching and operation of the lifeboat must hold a CPSC&RB Certificate from a UK College. Ask in the office if you need advice.*

## chief mate (yacht) endorsement:

To obtain the Chief Mate endorsement on an OOW (Y) Certificate of Competency you are required to complete the following modules:

- Advanced Fire Fighting
- Medical First Aid
- Yachtmaster Ocean – shore-based
- Yachtmaster Ocean – COC

*Note: If you have all these modules at the time of your OOW (Y) oral examination your OOW CoC will automatically have a Chief Mate endorsement when you receive it.*

## master 500gt (yacht)

The prerequisites and service requirements are:

- 21 years of age
- Have a minimum of 12 months Onboard Yacht Service as a Deck Officer, including not less than 120 days Watch-keeping Service, in vessels 15 metres or more in load-line length, whilst holding an OOW certificate.
- Have fully met the education and training requirements for issue of the Chief Mate Endorsement, which are:
  - Medical Care at Sea certificate
  - Seamanship and Meteorology course completion and exam pass certificates
  - Master's Stability course completion and exam pass certificate
  - Master's Business and Law course completion and exam pass certificates
  - Master's Navigation & Radar course completion and exam pass certificate
- Pass the Master (Yachts less than 500gt) oral examination
- Hold an ENGI medical fitness certificate

## master (yachts less than 3000gt)

- Be more than 23 years of age
- Have a minimum of 24 months Onboard Yacht Service as a Deck Officer, including not less than 240 days Watchkeeping Service whilst holding an accepted OOW certificate. All service must be completed in vessels 15 metres or more in load-line length and include 12 months in vessels 24 metres or more in load-line length, or six months in vessels 500gt or more
- Hold either MCA Master STCW Reg. 1/2 (Yachts less than 500gt) or have passed all written examinations and short courses required for issue of that Certificate
- Pass the Master (Yachts less than 3000gt) oral examination
- ENGI medical fitness certificate



## general ship knowledge (GSK)

This course covers a wide range of subject material and some pre-course reading is highly recommended. Reeds 'Superyacht Manual' provides a good source of introductory reading. Subjects covered are Basic Seamanship, Meteorology, Stability and Yacht Construction.

The course completion and exam pass certificates are valid for three years. The course is assessed in a 2½ hour written examination.

## GMDSS: general operator certificate (GOC)

The Global Maritime Distress and Safety System General Operator's Certificate is a certificate of competence in its own right as a ship-board radio operator's licence. It also forms an important part of the training required to obtain MCA certificates of competency.

**You will learn:** General communications procedures, in particular distress, urgency, safety and routine communication, using VHF/MF/HF radio, telex and satellite systems. Students unfamiliar with computer keyboards may be well advised to practice using them before attending the course. This is an intensive course, which requires considerable work outside the classroom.

**Duration:** 7/8 days plus 2 days of exams

**Assessment:** There are two written and two practical examinations before an AMERC examiner. The certificate is valid for 5 years and then must be renewed. (see FAQs p58)

## OOW navigation & radar

The OOW Navigation and Radar module is an advanced course in yacht navigation and it is not for beginners. Students must have taken and passed their RYA Yachtmaster Offshore before attending.

The course provides an STCW 95 ARPA (Automatic Radar Plotting Aids) qualification. There are two parts to the course. Ten days of theory followed by five days of practical navigation in one of our radar simulators in France or Palma.

The first two weeks of theory start from where the RYA Yachtmaster leaves off.

Students must be at Yachtmaster standard before attending

**Assessment:** Is continuous throughout the course, a 2½ hour written exam and a practical assessment in the simulator.

## advanced sea survival (see page 43)

# master's courses

## business & law

This course is aimed at making the yacht master aware of his or her responsibilities in law. The course describes how criminal and civil jurisdictions work in the multinational environment of seafaring, the major international conventions that affect yachts and the documents and certificates required to support these. Important safety issues are discussed and in particular UK Health and Safety Laws and also the master and owner's civil liabilities. Other aspects of UK law, such as that relating to Employment, Salvage and Insurance are covered.

**Assessment:** There will be a 2½ hour written exam given on the last day of the course. (A pass is valid for 3 years)

## master's navigation & radar

The first week is theoretical and concentrates on matters such as passage planning, full knowledge of the COLREGS, radar theory, ARPA theory, advanced radar plotting, and ECDIS. In the second week students are placed in a series of exercises in one of our radar simulators (in Biot or Palma) of mounting complexity. They will be expected to improve their performance over the week.

**Assessment:** Continuous in-course assessment, 2½ hour written examination and practical simulator assessment. (A pass is valid for 3 years)

## stability

This course explores the principles of ship stability at a practical level. Emphasis is placed upon those aspects of the subject which can affect the work of a large yacht master. The course aims to ensure an understanding of the principles rather than testing mathematical ability in their application. Nevertheless many of the principles will be illustrated by practical examples in the classroom and therefore a revision of basic algebra and trigonometry will benefit the student. We also recommend you read the course notes in advance.

**Assessment:** 2½ hour written examination (A pass is valid for 3 years)

## master's seamanship & meteorology

This course is designed to cover five different key areas. All of these subject areas are given a high priority in the MCA Oral examination for 500gt and 3000gt Master. These are; Seamanship, Navigation and Passage Planning, Meteorology, MARPOL and the Code of Safe Working Practices for Merchant Seamen.

**Assessment:** 2½ hour written examination (A pass is valid for 3 years)

## oral prep

An oral prep course is not required for any MCA oral examination but many candidates find them very valuable indeed. At bluewater we believe the best approach is to group candidates in classes of 5 to 12 for an intensive and focused revision week where candidates are put 'on the spot' in front of their peers in a light hearted but challenging way. Candidates are encouraged to work in teams after hours in the lead up to the exam. We are often able to arrange for an examiner to attend after the prep week.

## medical care at sea (see page 44)

# section 5

aec | y4 | y3 | y2 | y1



# engineering department careers

## introduction

The yacht engineering qualifications were introduced in February 2001 to provide a system of certification adapted to the needs of the industry. The system allows all those who wish to pursue an engineering career to do so regardless of their previous training.

## mechanical craft apprenticeship?

Those who have a formal UK apprenticeship accepted by the MCA might be able to leapfrog the entry level engineering qualifications when they have accrued enough sea time. This may also be possible for those with overseas apprenticeships who have met the sea service requirements stated in MGN156.

Examples of the sort of apprenticeships accepted are: Fitter and Turner, Diesel Mechanic or Toolmaker. To find out if your apprenticeship is acceptable, you should contact the MCA Seafarer Training and Certification Department.



## non-UK apprenticeship?

If your own government will provide an attestation that they would accept your apprenticeship as relevant craft training towards the award of an STCW engineering qualification, then the MCA may recognise it. **You need to ask.**

## no apprenticeship?

Those without craft training are expected to acquire a certain level of craft aptitude and this is tested in the Crafts Skills Test.

This must be passed by these candidates before admittance to MCA engineering exams. If you successfully pass your Craft Skills Test you may reduce the sea service requirements in some cases.

Please refer to the specific requirements for each of the yacht engineering qualifications listed. If you consider that you have the required sea time, you must apply for a Notice of Eligibility (NOE) before you attend any of the higher level engineering modules (Y4 and above).

## letter of initial assessment

If in any doubt, you may also apply for a Letter of Initial Assessment. If you consider that you have reached the sea service requirements, you may be able to do a direct entry into MEOL or Y4 level.

You should be aware that the AEC and MEOL(Y) are not STCW95 endorsed certificates, however the Y4, Y3, Y2 and Y1 Certificates are STCW endorsed.

Please refer to the manning scales on page 68 of this guide or to MGN156 or the Large Yacht Code (LY2.)

## the assistant engineer

You may have noticed that in the manning section of the Large Yacht Code (LY2) there is a grade of engineer which was not mentioned in the old code (LY1), that of 'Assistant Engineer'.

The concept of an Assistant Engineer was not invented for the yachting industry but has been adapted from Merchant Navy practice. The Assistant Engineer is someone carried in the complement of a yacht who, though not certified to be responsible for the operation and maintenance of the plant, has enough knowledge to be of use to the Chief Engineer. They will be able to carry out many routine operations such as changing filters, transferring liquids, doing routine maintenance tasks, starting and stopping machinery.

It is also intended that if anything were to happen to the Chief Engineer then the Assistant would have enough knowledge to get the vessel safely back to harbour.

It is important to remember this role is only intended for yachts operating with an Unmanned Machinery Space (UMS): vessels requiring traditional watch-keeping will have to carry a minimum of 2 STCW qualified engineers.

The person holding this position does not necessarily need to be someone who actually works full time in the Engineering Department, they could be a deckhand, the mate or someone from another department. Deck candidates take note, however, that in their case the sea service credited will not be counted at full rate but will be split equally between deck and engineering service.

The MCA considered that there was a need to enhance the Engineering Department on smaller yachts, and it was also recognised that, on larger yachts, with UMS, operating on coastal voyages, the Second Engineer was not being fully employed and could be safely replaced with an Assistant Engineer.

By using an Assistant Engineer in these positions, a pathway is opened to enable holders of AEC and MEOL(Y) (see below) to gain useful experience on larger yachts on their way to gaining their Y4 qualifications.

As the Assistant Engineer can be a dual-role position, a by-product of this change is a reduction in the salary bill whilst maintaining an acceptable standard of engineering expertise on board. This is important, particularly on smaller yachts where no increase in actual numbers is required but engineering expertise is enhanced.

Those who have been required by an MCA inspection to get an Assistant Engineer will know that nowhere does it say exactly what qualifications are needed for this role! This is because LY2 is relatively new and MGN 156, which would normally have this information, is too old.

By calling the MCA, you can find out that in fact the Approved Engine Course and MEOL (Y) are the two key requirements depending on the engine power of the yacht and where it wants to go. Obviously general service merchant navy qualifications are also accepted.



## the craft skills test

Candidates who do not have a recognised craft apprenticeship can demonstrate their ability in a Craft Skills Test.

Two weeks are allowed for this, although for those who have clear practical ability this may be reduced.

The practical test covers: interpretation of drawings, use and care of hand tools, use of measuring equipment, safe use of portable power tools, safe use of drilling machines, safe use of hand grinders, metal joining (welding, brazing, soldering, gas cutting, mechanical joints), gaskets, flanges, couplings, assembly skills and electrical testing and wiring.

## certificate of competency requirements

All engineering qualifications require that candidates attend the STCW95 Basic Training. With the exception of AEC candidates, all must attend the following advanced safety training:

- Advanced Sea Survival for Yachtsmen, or CPSC&RB
- Medical First Aid
- Advanced Fire-fighting

## AEC certificate

The pre-requisites and service requirements are:

- Candidates must attend a 30-hour approved course. No formal engineering training is required to attend the course.
- 1 month of yacht service

## MEOL (Y) certificate

The pre-requisites and services requirements are:

- 36 months as deck/engineer Officer, or
- 24 months as engineer whilst holding an AEC certificate, or
- MCA Craft Skills Training Test plus 18 months as engineer
- Advanced Safety Courses as stated on page 35
- Pass an MCA oral examination

## Yacht 4 (Y4)

The pre-requisites and service requirements are:

- 42 months as engineer, including 6 months sea service,  
OR
- MCA Craft Skills Test plus 36 months as engineer including  
6 months sea service  
OR
- UK Craft apprenticeship or equivalent plus 12 months as engineer  
including 6 months sea service  
OR
- 12 months as engineer including 6 months sea service whilst holding  
MEOL(Y)
- Hold the following certificates:
  - Marine Diesel Engineering
  - Auxiliary Equipment
  - Operational Procedures and Basic Hotel Services
- Advanced Safety courses as stated on page 35
- Pass an MCA oral examination

*Candidates must be aware that these modules cover a large number of topics and therefore pre-study of the course notes is essential.*

## Yacht 3 (Y3)

The pre-requisites and service requirements are:

- 9 months as engineer including 3 months sea time whilst holding a Yacht 4.
- Hold the following certificates:
  - Chief Engineer Statutory and Operational Requirements
- Advanced Safety courses as stated on page 35
- Pass an MCA oral examination

*Candidates must be aware that these modules cover a large number of topics and therefore pre-study of the course notes is essential.*

## Yacht 2 (Y2)

The pre-requisites and service requirements are:

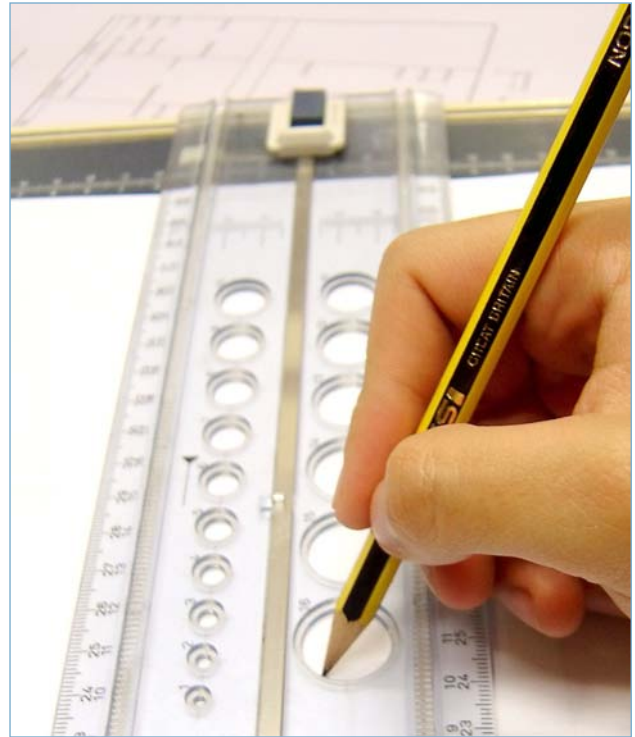
- 24 months as engineer including 12 months sea service whilst holding a Yacht 4
- OR
- 15 months as engineer including 9 months sea service whilst holding a Yacht 3.
  - Hold the following certificates:
    - Chief Engineer Statutory and Operational Requirements (not required if taken for Yacht 3)
    - General Engineering Science I & II
    - Applied Marine Engineering
    - Advanced Hotel Services
  - Pass an MCA oral examination

*Candidates must be aware that these modules cover a large number of topics and therefore pre-study of the course notes is essential.*

## Yacht 1 (Y1)

The pre-requisites and service requirements are:

- 12 months as engineer on a yacht between 500-3000gt and not less than 3000kW, whilst in possession of Yacht 2
- The candidate must pass an MCA oral examination



## Y4

### Marine Diesels

This is a five day course which forms a part of the MCA Y4 qualification. Broadly speaking it covers the construction, operation, maintenance, defect repair and diagnostics of typical marine diesel engines and their systems. The course is intensive and candidates are advised to be well prepared for the exam by obtaining the course notes early and studying them thoroughly.

There is a 2 hour written examination at the end of the last day of the course

### Auxiliary Equipment

Rounding off the academic requirements for the award of the Y4 Certificate of Competence, this course has perhaps the broadest scope of the three. A knowledge of fundamental engineering and physics concepts is required, and the exam deals with pumps and valves, hydraulics, compressed air equipment and services, steering gear, stabilizers, thrusters, batteries, switchboards, AC and DC machines, fuel husbandry and general engineering principles.

There is a 2 hour written examination at the end of the last day of the course

### Operational Procedures

This module follows the same format as Marine Diesel Engineering and covers aspects of IMO, ILO, MCA, ISM and marine business and law that affect the engineering department. The Hotel services component covers refrigeration and air conditioning, fresh water and sewage. Ship Construction deals with stress, metallurgy, corrosion and stability. As with all these short but wide ranging courses pre-study is essential.

There is a 2 hour written examination at the end of the last day of the course

## Y3

### Chief Engineers Statutory & Operational Requirements

Completion of this five day course, the written examination and the Y3 oral exam is referred to as the Chief Engineer Endorsement. The course covers in more detail the legal obligations, watch keeping routines and plant management function required by the future Chief Engineer. Particular attention is paid to pollution control, voyage planning, IMO, ILO, MCA, ISM, the Codes and Conventions and Health and Safety issues. The ability to use a scientific calculator (non-programmable) is a pre-requisite.

There is a 2 hour written examination the last day of the course

## Y2

### Applied Marine

This course is one of the 4 modules required to obtain Y2 certification. In this five day module the future Chief Engineer will study AC machine theory, batteries, metallurgy, and welding. Generation and distribution form part of the syllabus, along with oil and fuel technology and control principles. The exam is thorough and demanding and thus we recommend that you obtain the course notes well in advance and take time to study them properly.

There is a 2 hour written examination at the end of the last day of the course.

## advanced hotel services

This course is one of the four modules required to obtain Y2 certification. In this five day module those aspects of the engineering department that deal with the provision of services to the guests and crew are studied. At the end of the course students will require a good theoretical and working knowledge of refrigeration, air conditioning, hot and cold domestic fresh water and sewage treatment.

The exam also deals with the health and environmental problems caused by vessel operation and maintenance.

There is a 2½ hour written examination at the end of the last day of the course

## general science I

These two modules are run over two weeks with consecutive exams at the end of the second week. As these are considered to be academic qualifications the courses can be sat at any time and the certificates issued do not expire.

Students who do not have excellent numerical skills and a good understanding of the fundamental principles of maths and physics should be aware that these are rapid revision courses for exam preparation and it would be hard to achieve the required level without any self study well in advance. If you are concerned our training advisors can give you a self assessment exam in order to help you judge your readiness. We can also arrange private tuition.

General Science I is concerned with fractions, algebra, geometry, graphical equations, trigonometry, vectors, motion, friction, pressure, mechanics, measurement and ship stability.

## general science II

These two modules are run over two weeks with consecutive exams at the end of the second week. As these are considered to be academic qualifications the courses can be sat at any time and the certificates issued do not expire.

Students who do not have excellent numerical skills and a good understanding of the fundamental principles of maths and physics should be aware that these are rapid revision courses for exam preparation and it would be hard to achieve the required level without any self study well in advance. If you are concerned our training advisors can give you a self assessment exam in order to help you judge your readiness. We can also arrange private tuition.

General Science II deals with thermodynamics, gas laws, heat, power, machines, stress, electro technology, ohms and kirschoffs laws, Faraday and Lenz's laws and electrical measurement. An understanding of the function of your non-programmable scientific calculator is essential.



# section 6

advanced fire fighting

advanced sea survival

medical first aid

medical care at sea

# advanced safety COURSES

## advanced fire fighting

This 4 day course is one of the most important safety courses for professional seafarers. Bluewater is one of only 2 schools approved to run it outside the UK and the only one in continental Europe.

This course covers the syllabus required by the STCW Code 1995 Table AVI/3. It is a management level course aimed at those holding or aspiring to MCA Certificates of Competency in both deck and engineering specialisations.

The course contains much practical fire fighting using different types of extinguishers, hoses and breathing apparatus. Students gain experience in fighting fires in an enclosed space with heat and smoke and of casualty evacuation in a series of escalating exercises designed to build confidence and teamwork.

They will also acquire an appreciation of command and control problems. The practical drill can be physically demanding and students should be reasonably fit.



## advanced sea survival

This course is not an STCW95 course but has been created by the MCA specifically to address the need under the STCW convention, for certificated officers to be trained in the operation of survival craft. The STCW "CPSC&RB" can be used in place of this course if desired. As yachts usually do not carry lifeboats this element has been removed from the course.

The course covers onboard organisation for emergencies and drills, imaginative onboard training programmes, survival craft types, lifejackets and immersion suits, actions in survival craft distress communications, rescue boats and launching underway, and man-overboard responses.

The course is assessed in four ways:

- classroom question and answer sessions
- a short written examination
- a practical sea assessment in our training yacht
- a short presentation to the class, researching the information from the publication provided.



## medical first aid

This course covers the syllabus required by the STCW Code 1995 Table AVI/4-1. It is required for those seeking MCA Certificates of Competency at the operational level and for those designated to provide first aid care in a ship.

The course covers how to prepare for a medical emergency on board so you can do what is required to preserve life until proper medical attention can be given. Subjects include; body structure and function, toxicological hazards onboard, casualty examination, spinal injuries, burns, fractures, care of the rescued, radio medical advice, pharmacology, sterilisation of cardiac arrest, drowning and asphyxia.

## medical care at sea

This course covers the syllabus required by the STCW Code 1995 Table AVI/4-2. It is a management level course aimed at those holding or aspiring to MCA Certificates of Competency in deck specialisations and for those designated to take charge of medical care on board.

The course aims to prepare students to be able to deliver longer-term medical care at sea until professional medical help can be obtained. It includes care to sick and injured patients, head and spinal injuries, ear, nose and throat problems, bleeding, care of wounds, pain relief, suturing, diseases, injections, dental care, hygiene and medical records.



An aerial photograph showing a white yacht being hoisted by a crane on the deck of a larger white ship. The yacht is suspended by cables and is positioned vertically. The background is the deep blue sea. The text 'section 7' is overlaid in a large, white, sans-serif font across the middle of the image.

# section 7

ECDIS | jet-ski instructor | ISM | ISPS | crowd control | crisis management

# career development COURSES

## introduction

Courses in this section are not required as part of the mandatory training for MCA Certificates of Competency but they are all qualifications needed by yachts to satisfy various legal requirements.

Often yachts have to send crew away to attend these courses; if you already have them on your CV then your chances of being selected are considerably enhanced.

## **RYA jet-ski instructor**

Most large yachts carry 'personal water-craft' (jet skis and wave riders) and many captains and managers are very concerned about their safety and the legal consequences of an accident.

All maritime administrations in the Mediterranean require jet ski operators to have a certificate. Many yachts have themselves certified as RYA schools to legitimise Jet Ski operation.

The official governing body for recreational boating in the UK, the Royal Yachting Association (RYA), has created clear and exacting standards for the operation of personal watercraft. One of the key requirements of these rules is the employment on the yacht of a qualified PWC instructor.

There is considerable demand for crew with this important certificate. Having this qualification will considerably enhance your chances of employment on large yachts.



## ship security officer

Commercial yachts over 500gt are required to be certified in the International Ship and Port Facility Security code(ISPS) and to have an officer qualified with an MCA Ship Security Officer course.

The code was introduced in the aftermath of the terrorist attacks in New York in 2001. Students learn how to establish and implement a ship security plan.They are also taught how to carry out effective searches of luggage bags and personnel.

## shipboard safety officer

Commercial yachts over 500gt are required to be certified under the International Safety Management code and to have an officer trained in the duties of Shipboard Safety Officer. This does not form part of the required training for any of the qualifications listed in the other sections.The course covers how to run a Safety Management System, how to encourage a culture of safety on board and how to investigate accidents.

The course is taught using examples from real life, including incidents that have happened in yachts.

## crisis management & human behaviour

This is an STCW endorsed MCA approved one day course that is required for yachts operating as passenger ships. It trains candidates in how to manage a major incident at sea.

People behave differently when placed under extreme pressure or when extremely frightened. How would you cope if faced with managing a major fire or other emergency? The psychology of stress and leadership in these circumstances is at the heart of this course.



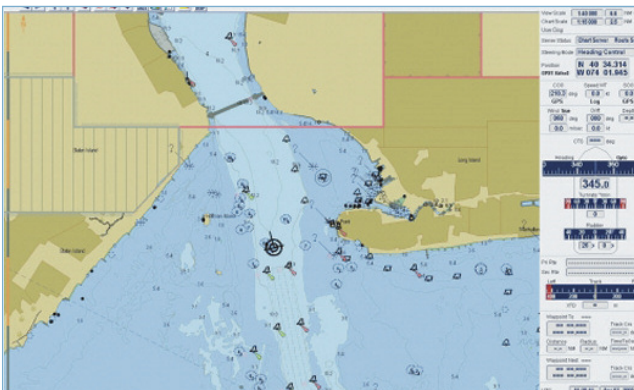
## crowd control

This half day STCW course is required for yachts operating as passenger ships and trains crew in the management of guests during emergency situations. Use of life-saving appliances, control plans, assisting passengers en route to muster/embarkation stations, and in mustering procedures.

## ECDIS

Electronic Chart Display and Information Systems are now fitted in most large yachts and some small ones. They have revolutionised navigation over recent years. Although many systems are, superficially, easy to use there are many capabilities which are not so obvious and for which training is required. There are also hidden dangers in these capabilities which navigators must be trained to avoid. For this reason in the 2010 'Manila Amendments' of STCW it was decided to make training in ECDIS compulsory for the deck certificates of competency.

This course fully complies with the requirements of and is approved by, the UK Maritime and Coastguard Agency. The course takes five days and involves theoretical instruction in the principles of ECDIS operation and practical training in our navigation simulator. The course satisfies the legal requirement for 'generic' training and it is planned shortly for it to be adapted to serve as 'type specific' training for the Transas system and possibly other systems in the future... It is not currently a requirement for deck officer COC's but will become compulsory.



# section 8

interior foundation | service foundation | wine & cocktail foundation  
WSET level I & II | advanced service | interior management



# interior courses

## ENTRY LEVEL COURSES

### interior foundation

A luxury yacht is not just a high class cruise ship; it is a work of craftsmanship. In the interior of a modern yacht every surface, every fabric and every object is of the highest quality. The care and maintenance of such fine finishes and fabrics are in a different league to that needed in an hotel or most private homes. The level of service which yacht owners and charterers expect is very high.

This course cannot teach you everything in 3 days but it is designed to take a new crew member who has never worked in the industry before and give them the skills needed to quickly become a key member of an interior team.

You will learn about:

- Care of interior finishes
- Care of objets d'art
- Care of crystal and ceramics
- Care of rugs and carpets, including what to do after an accidental spillage
- Comportment and etiquette
- Laundry
- Presentation of cabins and other interior spaces



## service foundation

The foundation course is a 1-day basic course created to give new crew, an insight into what will be expected in the service of food and wines. Students will learn the basics of how to set the table and serve in a variety of styles and traditions.

This course is targeted at anyone wishing to have a rapid introduction to yacht service particularly sole steward/esses on small yachts and junior crew on larger yachts.

## the wine & cocktail foundation course

This course is intended for crew starting out in the yachting industry. It provides a basic introduction to wines with emphasis on how they should be stored, opened and served.

It provides an overview of how to prepare and serve standard cocktails. The course is 50% practical and 50% theoretical.

## WSET level 1 wine foundation course

Accredited by the Wine and Spirits Education Trust, this 1-day course assumes no prior knowledge of the care and selection of fine wines and is ideal for interior staff or other yacht crew who wish to have an internationally-recognised qualification in this fascinating and important area.

The course includes practical sessions in tasting and mixing of wines and food and a written examination.



## MANAGEMENT LEVEL

### advanced service

An intensive course in fine food service. As well as table setting and service styles you will learn about the care and presentation of a variety of different foods and beverages

- You will learn the French culinary terms
- Food tasting, olive oils, exotic salts, sugars and luxury foods
- How to serve all the meals of the service day including tea, cakes and canapés
- Mixing drinks and serving champagne
- Food and nutrition
- Herbal teas and remedies
- Flower arrangements and centre pieces

### interior management

This course has been especially created for those interior crew members who aspire to successfully undertake the role of Chief Steward/ess or for already 'titled' Chief Stewards/ess looking to improve their skills. It is a 5-day course which covers a wide variety of subjects designed to incorporate the various roles and responsibilities of the Chief Steward/ess aboard a luxury yacht.

- The role of a Chief Steward/ess
- Crew management skills
- Personal grooming
- Social duties/responsibilities
- Safe service techniques
- Wine storage and service
- Daily routines including formulating rotas
- Laundry management
- Care of furnishing and fittings
- Inventories
- Provisioning
- Welcoming guests aboard
- Table etiquette
- Basic wine knowledge

### WSET level II Intermediate Course

This course is intended for those aspiring to be a Chief Steward/ess or anyone who wishes to deepen their knowledge of fine wines.

It is an intensive course lasting 2½ days and is examined and accredited by the Wine and Spirits Education Trust in London. It includes topics such as the care and service of fine wines and the selection of wines in relation to the menu. It is recommended that students attend the introductory course before attempting this one.



# section 9

galley foundation | creative canapes | seasoned chef | seafood masterclass

confused... get inspired

# galley courses

## OPERATIONAL LEVEL

### level 1 award in food safety awareness

This course will be available in the near future, in time to comply with forthcoming legislation as a result of the Maritime Labour Convention of 2006. Under UK and European law, all seafarers who have a role in handling food will have to attend this basic safety course.

As well as galley staff and those serving at table, it also includes those involved in loading food during provisioning.

You will learn about:

- Food Safety (food hygiene, hazards, responsibilities)
- Personal Hygiene
- Cleaning
- Contamination

### galley foundation

One of the great challenges of working on a yacht, especially under 35 metres, is the variety of tasks that crew are expected to perform. In many cases the chef in the galley has no or little formal training and often has other responsibilities onboard.

This course is intended to fill this gap. In a 5-day intensive programme you will learn the fundamentals of how a professional galley should be run. In our yacht training galley you will be trained to produce quality food in the sort of conditions typical on a yacht.

Key themes:

- Good organisation
- Time management
- Efficient use of equipment
- Working at Sea
- Menu planning
- Provisioning
- Safe storage
- Special diets for health & cultural reasons



The course is ideal for smaller yacht chefs and larger yacht crew cooks; or any interior (or deck) crew wishing to give their CV an edge over the others in this competitive job market.

### master classes

A series of 1-day master classes is planned in a range of international cooking styles or focussed upon particular skills, these will include, seafood, baking, sushi etc.

Ask in the training office for more details.

### creative canapés

This 1-day course is for anyone who likes to entertain whether in their own home, on a yacht or in a villa. Challenge yourself and delight your guests!

You will gain a variety of skills giving you the confidence to explore and develop your own ideas.

You will learn:

- Cold canapés
- Savoury pastry canapés
- Desert canapés
- Cheese varieties & presentation

### seafood master class

An immersion into the world of seafood and the wonderful dishes that can be created. This is a 1 day course designed to 'throw you in the deep end' with a range of fish, shellfish and urchins.

The course is set to prepare you to make amazing seafood dishes at a moment's notice depending on your latest provisions or catch.

Discover a fusion of different cultures and experience seafood to its full potential.



## seasoned chef, kitchen to galley course

Every year we see an influx of highly-talented and well-trained chefs, sous-chefs and cuisiniers from the hotel and restaurant trades coming into the yachting industry. Attracted by the prospects of a life at sea, by the often generous wages or simply by the challenge of a different way of life. Most chefs are not prepared for the realities of life at sea: the galley seems impossibly small and everything moves! They may be working alone, expected to menu plan with the guests, budget, source and order top quality provisions, prep, cook and clean up.

How can this be done when the yacht is always moving? Sometimes you are not even told your next destination. Our instructor has vast experience and knows the tricks of the trade to provide high-class yacht catering in every location. Save yourself a lot of stress and get the head start needed to get your first position in the yachting industry.

Topics covered:

- Introduction to the yachting industry
- Crew positions and responsibilities
- Safe working practices at sea
- Living and working with other crew members
- Galley time and space management
- Menu planning with different cultural requirements
- Passage planning
- Crew nutrition, the importance of good crew food
- Preference sheets
- Provisioning in multiple locations
- Working with provisioners
- Additional duties of the yacht chef

The course includes a visit to a local market and practical scenarios using sample preferences, producing a meal in our training galley.



A person is captured in mid-air, performing a backflip over a beach. The sun is low on the horizon, creating a bright, golden glow and a long, shimmering reflection on the water. The person is wearing patterned shorts and is silhouetted against the bright sky. The overall scene is serene and captures a moment of athletic achievement in a beautiful natural setting.

# section 10

faq's | yachtmaster self test | manning scales

# frequently asked questions

## how do I revalidate any certificate of competency (CoC)?

Send the following to:

Registry of Shipping and Seamen, Anchor Court, Keen Road, Cardiff CF24 5JW  
Tel: 44 2920 448800

- Application form MSF420 (download it see below)
- Original certificate
- 2 x passport photos (1 with your name and 'I certify etc' the other with name and date of birth)
- Sea Service Testimonials (12 months seetime in the last 5 years)
- Discharge Book or PYA Service Record book
- Valid ENGI medical
- Fee of £36.00

The Cardiff office will revalidate both the GMDSS and COC at the same time. Just for a simple revalidation then the documents can be sent into Southampton. Additional information can be found in MGN 214.

## how do I revalidate my GMDSS after 5 years?

Send it to the MCA:

Spring Place, 105 Commercial Road, Southampton SO15 1EG  
Tel: 00 44 2380 329 100

And include

- Application form MSF4353 (download it see below)
- Original Certificate
- Proof of 1 years yacht time (testimonials/log book)
- Fee £20.00

## how do I download forms?

On the MCA website: [www.mcga.gov.uk](http://www.mcga.gov.uk). Click on top left: **WORKING AT SEA** and follow (I) **TRAINING & CERTIFICATION** – (II) **APPLICATION FORMS** and find the relevant form.

<http://www.mcga.gov.uk/c4mca/mcga07-home/workingatsea/mcga-trainingandcert.htm>

## How long is my NOE valid for?

It is valid for 2 years.

## who do I contact at the MCA?

Helpline: +44 (0)2380 329231. You don't need to wait for the operator to ask you questions, you can just select 1 for Deck or GMDSS, select 2 for Engineering or Safe Manning or select 3 for Certificates of Equivalent Competency

## can I work on British-flag vessels with a certificate issued by another country?

Yes, the MCA recognises STCW95 endorsed certificates from other countries, provided that they have inspected and approved the training system in that country. All EU certificates are accepted. You should check the MCA website ([www.mcga.gov.uk/c4mca/mega07-home/workingatsea/mega-trainingandcert/mcga-ds-stc-applink.html](http://www.mcga.gov.uk/c4mca/mega07-home/workingatsea/mega-trainingandcert/mcga-ds-stc-applink.html)) for an updated list of non EU countries currently recognised.

The MCA should issue a Certificate of Equivalent Competency (CEC) with the same limitations as the original certificate.

## how do I apply for a CEC?

You need to download form MSF4203 from the MCA website. Complete the form and include the following documents:

- Completed application form
- Non-UK Certificate of Competency
- GMDSS Certificate (Deck officers only)
- Passport or discharge book
- Evidence of competency in English language
- Two passport size photographs
- The fee

You can send your application to:  
Seafarer Training and Certification Branch  
Maritime and Coastguard Agency  
Spring Place,  
105 Commercial Road  
Southampton  
SO15 1EG, UK

## how do I revalidate my RYA yachtmaster commercial endorsement?

Send to the:  
Royal Yachting Association,  
RYA House,  
Ensign Way,  
Hamble,  
Southampton SO31 4YA  
+44 (8453) 450400

You need to include:

- Original Yachtmaster certificate
- 2 photos
- valid ENG1 or ML5 medical
- proof of sea-time
- a covering letter authorising them to take the fee from you credit card

## how much for a commercial endorsement?

£25.00

## who is an MCA qualified doctor?

There are 2 doctors in **France** who can do ENG1 and ML5 medicals.

Dr Patrick Ireland  
Le Forum, 1913 Route de Cannes,  
Valbonne, 06560  
Tel: +3 34 93 12 95 66

Dr Elizabeth Lefebvre  
69 Boulevard Wilson  
06160 Juan les Pins  
Tel: +3 34 92 93 07 70

Robert Hempleman (English Dentist) 04 92 98 02 06

In **Spain** you should go to ;

Dr Prudhoe  
Club de mar  
Avenida Gabriel Roca  
Palma de Mallorca  
Tel: +34 639 949 125

For a full list of doctors worldwide see the MCA website: [www.mcga.gov.uk](http://www.mcga.gov.uk)

## how do I apply for a seaman's discharge book?

Go to the MCA website. Do a search for MSF 4509. Click onto the second list and the form can be downloaded. The cost is by post £35.00. Or we do have forms in the office.

## how long are my course certificates valid for?

All MCA exam certificates last for 3 years. After this date you can re-sit the exam only with an exam fee cost. If, however you fail the exam, you will need to redo the course. You then have 2 chances to do the exam.

## how long before I can do a resit after a 'fail' result?

You can re-sit the failed exam as soon as you can organise a date with your training provider. In most cases you must re-sit any failed exam within 12 months of sitting the original.

If you fail a second time, you must retake the whole course before re-attempting the exam.

## if I fail OOW Nav & Radar twice, must I sit the whole course?

Provided you pass the practical week initially you need only sit the first 2 weeks, but you will need a short practical assessment in the simulator.

## when do my medical certificates run out?

Med FA/Medical Care at Sea is valid for 5 years. You will need to redo only Medical Care at Sea to keep it in date. As Captain, or the designated medical person in charge, your certificates should always be in date.

However, you do not need to send this certificate when you revalidate your CoC.

## how do I fill in my TRB?

Carefully! All tasks are to be completed and signed off by your Captain. None of the tasks should be signed off at the same time.

If you are the Captain, you can sign the tasks off yourself, but the MCA will require, with your application for OOW, a letter from someone higher up than yourself, ie owner, management company or PYA, explaining why you have self assessed. Record books should be filled in over a 1-3 year period.

Dates must correspond to time on vessels, with corresponding testimonials. Don't sign off tasks all on the same date.

### **am I exempt from the crafts skills test?**

This depends on whether you are qualified in a mechanical trade (Diesel mechanic, fitter etc.) If you trained outside the UK you will need a letter from the marine administration of the country where you did the trade saying that they would recognise your trade as relevant for the issue of STCW Engineering certificates.

You will still need to contact the MCA for a Letter of Initial Assessment, outlining your qualifications and sea time/yacht time.

### **can I do an MEOL in Antibes or Palma?**

No, this is an exam only and has to be done through one of the MCA marine offices in the UK. If you have enough sea time as an engineer on a yacht, you may not need to do an MEOL.

### **do I need STCW basic training to get a job?**

Yes! You will not get a job on a charter yacht without the STCW95 basic training, and it is required by the vast majority of private yachts.

Any MCA coded yacht over 500gt will require all crew to have STCW95.

### **I have an IYT offshore certificate – can I do an RYA ocean course?**

No unfortunately, even though the MCA recognise both qualifications, the RYA will not accept the IYT Yachtmaster Offshore (now called “Master of Yachts 200gt”) as a pre-requisite for taking the RYA Yachtmaster Ocean.

### **I have an RYA Yachtmaster Certificate of Service. Will this be accepted as part of my application to the MCA?**

No, if you hold a Certificate of Service and you are applying for an OOW NOE, you will need to sit a Yachtmaster Offshore theory course and pass the practical exam.

Once you have acquired a Yachtmaster Offshore certificate, you can apply to the MCA in the normal way.



let us help  
guide you in the right direction

# yachtmaster

## are you ready?

If you are not sure you are ready to attempt the Yachtmaster, we have provided below a self-test to help you gauge your level. The assumed (and required) knowledge to attend the RYA Yachtmaster Offshore theory course is navigation to Day Skipper standard. You should be able to answer all the questions below easily.

If you can't, you will find the course difficult, and should do some more study and perhaps obtain more sea experience before attending.

1. If you are heading W by the compass, what is your compass heading in degrees?
2. What is the distance in nautical miles from 47°00'N to 50°00'N along a line of longitude?
3. Define the knot (the navigational measure)
4. If your distance log reads 20.5nm at 18:00 and 38.5nm at 19:00, what was your mean speed through the water over that time? (State the speed units used)
5. From the extract of a deck log below, what was the course steered between 22:00 & 23:00?

Deck	Time	Remarks	Course steered
Log: 22:00 23:00	21:00	Weighed anchor -	337°C 265°C

6. Your yacht, drawing 2.1m, anchors in 10m of water at high tide. What is the clearance under the keel when the tide has fallen by 4m?
7. Will a conventional stand-alone GPS mounted in a yacht give the yacht's speed through the water?
8. If you covered 25nm over the ground in 2 hours, what was your SOG (Speed Over Ground)?
9. A motor vessel is being overtaken on its starboard side by a sailing vessel. Which vessel should give way, and why?

Learn the subject areas in the above questions thoroughly, so that answering these questions is easy for you. You may be tested at the start of the YM course. You MUST know the Collision Regulations and be well practised in the use of a course plotter.

## the following books may be of use

- An Introduction to Coastal Navigation – A Seaman’s Guide (Morgans Technical)
- RYA Day Skipper (Theory notes, not practical course notes)
- Basic Coastal Navigation – Conrad Dixon
- Day Skipper – Pat Langley-Price & Philip Ouvry
- A Seaman’s Guide to Rule of the Road (Morgans Technical)
- Reeds Superyacht Manual – James Clarke

**An Introduction to COASTAL NAVIGATION**  
*A Seaman's Guide*

*This book is officially approved for use in the Royal Navy*

**powerboat logbook**

**weather forecasts**

**Cruising scheme**  
Syllabus and Logbook

**regulations for preventing collisions at sea**

**REEDS SUPERYACHT MANUAL**  
2ND EDITION

**REEDS JAMES CLARKE SUPERYACHT MANUAL**

bluewater

Reeds Superyacht Manual, published in association with Bluewater Training, is the first and the best reference manual for everyone involved with large yachts large and small, under sail or power; from deckhands to skippers, and officers, captains, owners and agents.

There is extensive coverage for leisure of the course and syllabus for professional yachtsmen career levels to Officer of the Watch, (Yacht) including:

- key information for MCA-required courses at all levels, from STCW crew basic training through RYA Yachtmaster Offshore to MCA Officer of the Watch (Yacht).
- comprehensive treatment of: safety, sea survival, first aid, fire fighting, navigation, seamanship, meteorology, marine radio and general ship knowledge
- additional section on marine law, including international and flag state requirements
- easy guide to the Collision Regulations, as well as their full text

Well illustrated and user-friendly, this is the complete reference for all those involved with private or commercial and private yachts worldwide.

James Clarke has been a freelance professional skipper, instructor, author and yachting writer for 20over 15 years. He is RYA chief instructor for Bluewater Training in Antigua, teaching RYA theory and practical courses up to Yachtmaster Ocean and MCA courses up to Officer of the Watch level. His Atlantic Pilot Atlas has become required reading for all skippers planning Atlantic crossings.

ADLARD COLES NAUTICAL  
an imprint of A&C Black • London  
www.adlardcoles.com

9 781468 122761

# training record book advice

## are you having trouble with your MCA OOW Training Record Book?

### WHY HAVE A TRAINING RECORD BOOK?

The MCA have RELAXED the sea time requirements for yachts compared to those required in other areas of the British merchant fleet after lobbying from the industry.

Under MGN 195 they refer to 'yacht service' rather than 'sea service' on the understanding that candidates serving in yachts complete training record books to ensure that the time they spend on board is put to maximum effect in educating young crew. For this reason, they take the Training Record Book very seriously indeed and therefore so should you.

The tasks recorded in the TRB are generally not difficult to perform in the course of a three-year period of yacht service, in fact the busier the yacht the easier it should be. Masters and Mates must accept that training younger crew is part of the job.

The problems arising at the moment are largely because many candidates have not been filling the books in as they go and are 'back filling' to when they accomplished the tasks and are often being somewhat slapdash in the way this is done. If we want to avoid the MCA re-imposing sea time then we must ensure that the TRB is given our full attention.

The following tips are based on a recent interview with the Seafarer Training and Certification section of the MCA and reveal the most common reason for rejection. If you ensure that your TRB does not have any of these failings you should be OK.

If the MCA think that you are cheating they can refuse to consider your application or add 3 or 6 months extra service penalty before you can reapply.

# DO

- Ensure that **every** single section is filled in, including details of the master or person carrying out the assessment, your personal details and the date you started the book. Make sure you sign it where it says signature!
- Make sure that your captain or other officer assessing you puts their Certificate of Competency and its number in the relevant section.
- Make sure that your captain signs the 'Masters Inspection' section
- Ensure that your service record page is fully completed (date joined, date of discharge, sea service accrued etc.)
- Make sure that you take care with your handwriting. If they cannot read it they will send it back.

# DON'T

- Put the date for the completion of a task which is before you started the TRB.
- Date a task for a time when you were not on the yacht.
- Have a large number of tasks signed off on the same day.
- Have all the tasks spread over a very short period (the MCA do not give a precise time bracket but 6 months is a good guideline)
- Use the fact that you have attended a short course in place of completing a task (for example use attendance at Basic Fire course as evidence that you have worn a BA set – you must do it on board)
- Leave any tasks unfinished unless obviously irrelevant. (e.g. sailing yacht tasks on a motor yacht)

# yacht. manning scales

miles from a safehaven	position	vessel type		
		>24m<200gt	200-500gt	500-3000gt
Up to 60nm	Master	Yachtmaster Offshore	Master 500gt (Y)	Master 3000gt (Y)
	Chief Officer	Coastal Skipper	Coastal Skipper	OOW 3000gt (Y)
	OOW	-	-	-
	Yacht Rating	1x Yacht Rating	2x Yacht Rating	2x Yacht Rating
Up to 150 nm	Master	Yachtmaster Offshore	Master 500gt (Y)	Master 3000gt (Y)
	Chief Officer	Coastal Skipper	Yachtmaster Offshore	Chief Mate 3000gt (Y)
	OOW	-	-	-
	Yacht Rating	1x Yacht Rating	2x Yacht Rating	2x Yacht Rating
Over 150 nm	Master	Yachtmaster Ocean	Master 500gt (Y)	Master 3000gt (Y)
	Chief Officer	Yachtmaster Offshore	OOW 3000gt (y)	Chief Mate 3000gt (Y)
	OOW	-	Yachtmaster Offshore	OOW 3000gt (Y)
	Yacht Rating	2x Yacht Rating	2x Yacht Rating	2x Yacht Rating

miles from a safehaven	position	vessel type				
		>24m <200gt <1500kW	<24m 200- 500gt <3000kW	>24m 500-3000gt <3000kW	>24m 500- 3000gt 3000- 6000kW	>24m 500- 3000gt 6000- 9000kW
Up to 60nm	Chief Engineer	AEC	Y4	Y3	Y2	Y1
	2 <sup>nd</sup> Engineer	-	-	Y4	Y3	Y3
	Yacht Rating	1		1	2	2
Up to 150 nm	Chief Engineer	MEOL (Y)	Y3	Y2	Y2	Y1
	2 <sup>nd</sup> Engineer	-	-	-	Y3	Y2
	Yacht Rating	1		1	2	2
Over 150 nm	Chief Engineer	Y4	Y3	Y2	Y1	Y1
	2 <sup>nd</sup> Engineer	MEOL (Y)	Y4	Y3	Y3	Y1
	Yacht Rating	2		2	2	2

\*Vessels less than 24m loadline length, operating under SCV code, require only AEC for all areas.