

**PILBARA PORTS
AUTHORITY**

MARINE CADET FRAMEWORK



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1. INTRODUCTION

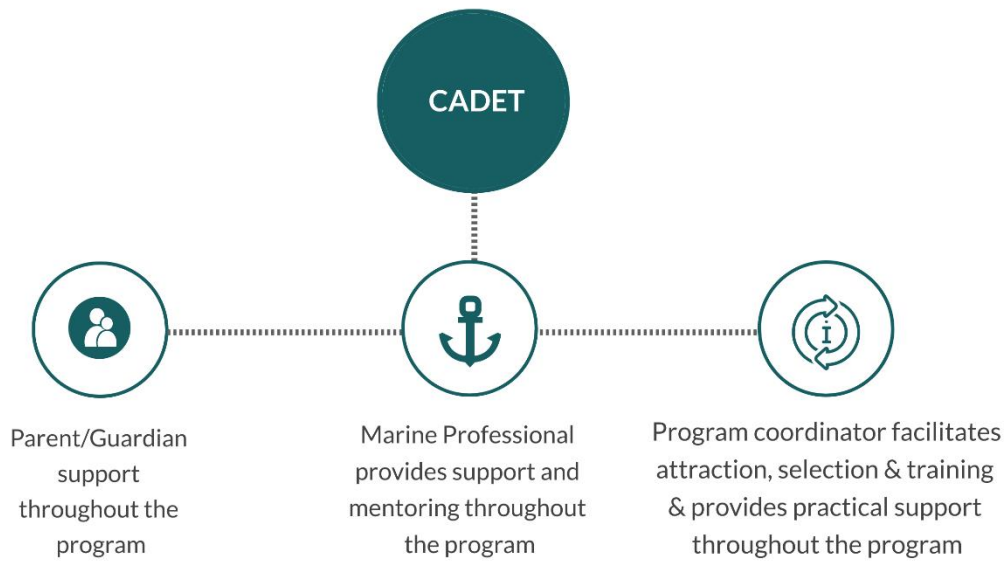
PPA’s marine cadetship is a fully mentored career pathway that offers the sailing experience and land based training necessary to attain a Deck Watch Keeper qualification.

This Marine Cadet Framework provides a high-level guide to designing and implementing a Marine Cadetship. Related templates and information have also been provided to assist Organisations in fast tracking program commencement.

As with any program, there are nuances and details to the program. These have been omitted, in order to keep this document easy to read and use. However, we invite you to contact us at PPA with any specific queries you may have.

2. AT A GLANCE

SUPPORT



MILESTONES



3. INITIATE

CHECKLIST	
<input type="checkbox"/>	Nominate the internal Marine Mentor (i.e. Senior marine employee)
<input type="checkbox"/>	Identify the Program Coordinator of the Cadetship (i.e. Human Resources)
<input type="checkbox"/>	Determine how bursary payments will be made (i.e. Cadet will not be your employee)
<input type="checkbox"/>	Identify Commercial Resources to review agreements, terms & conditions, etc.
<input type="checkbox"/>	Notify insurance provider of Cadet arrangements
DETAILS	
Marine Mentor	<ul style="list-style-type: none"> Involved in establishing a partnership with the Shipping Company. Provides information and insights into a career at sea to potential Cadets and their families during the Attract & Select stage. Oversees the initial familiarisation with the shipping industry. Provides ongoing support and mentoring throughout all stages of the Cadetship.
Program Coordinator	<ul style="list-style-type: none"> Determines overall budget (i.e. training, travel, meals, bursary etc.). Coordinates and administers the attraction and selection process. Provides Cadet familiarisation around Organisation processes and knowledge. Coordinates training and logistics for the Cadet. Coordinates and supports the Cadet in providing completion certificates, medicals, etc to the Shipping Company. Provides ongoing practical and administrative support throughout all stages of the Cadetship. Calculates bursary payments and schedule of payments (based on training periods). <i>Note: that PPA Cadets are not employees, and receive a bursary, rather than salary, through accounts. If the bursary is paid whilst undertaking a formal training program, the payment is provided tax-free. PPA has found the simplest way to do this is to decide on the total bursary that is to be provided and then divide the amount into weekly payments during the formal training periods.</i>
Finance	<ul style="list-style-type: none"> Administers budget and bursary payments, as provided by the Program Coordinator. Provides financial advice around changes to industry practice relating to payments and other costs.
Commercial	<ul style="list-style-type: none"> Coordinates commercial agreements with the Shipping Company. Provides advice on insurances and other commercial matters.
Corporate Communications	<ul style="list-style-type: none"> Provides communications support and media training

4. PARTNERSHIP WITH SHIPPING COMPANY

CHECKLIST	
<input type="checkbox"/>	Identify a partnership with a Shipping Company
<input type="checkbox"/>	Negotiate a collaboration agreement (see A1)
<input type="checkbox"/>	Establish any specific Shipping Company requirements (i.e. visas, medical, training, etc.)
<input type="checkbox"/>	Agree on a timeframe (i.e. term from commencing pre-sea training to first voyage)
DETAILS	
Marine Mentor	<ul style="list-style-type: none"> Facilitates initial discussions with the Shipping Company. Provides advice on appropriateness of collaboration arrangements. Facilitates training needs specific to shipping company.
Shipping Company	<ul style="list-style-type: none"> Outlines minimum requirements for the Cadet to go to sea (i.e. pre-sea training and documentation). Agrees to engage the Cadet on completion of pre-sea training Provides Cadet with required sea- time (currently 300 hours). Assists the Cadet with the Cadet Training Record Book (required for logging sea time). Provides advice on how to assess Cadets during the Attract & Select stage.
Program Coordinator	<ul style="list-style-type: none"> Involved in early discussions with the Shipping Company. Administers establishment of the collaboration agreement. Prepares the formal outline of pre-sea training and minimum requirements for the Cadet including timeframes.
Commercial	<ul style="list-style-type: none"> Coordinates commercial agreements between the Organisation and Shipping Company.

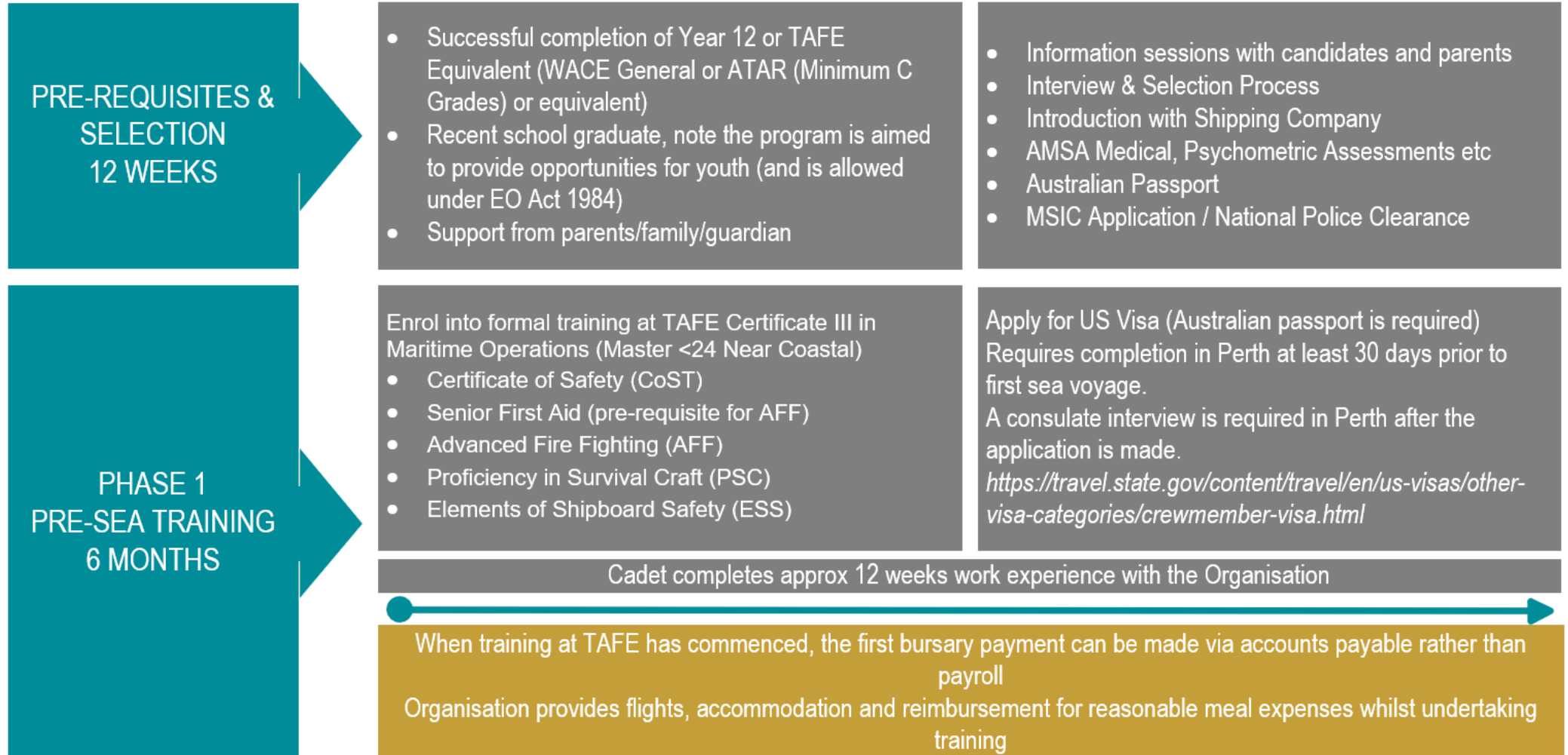
5. PROGRAM DEVELOPMENT

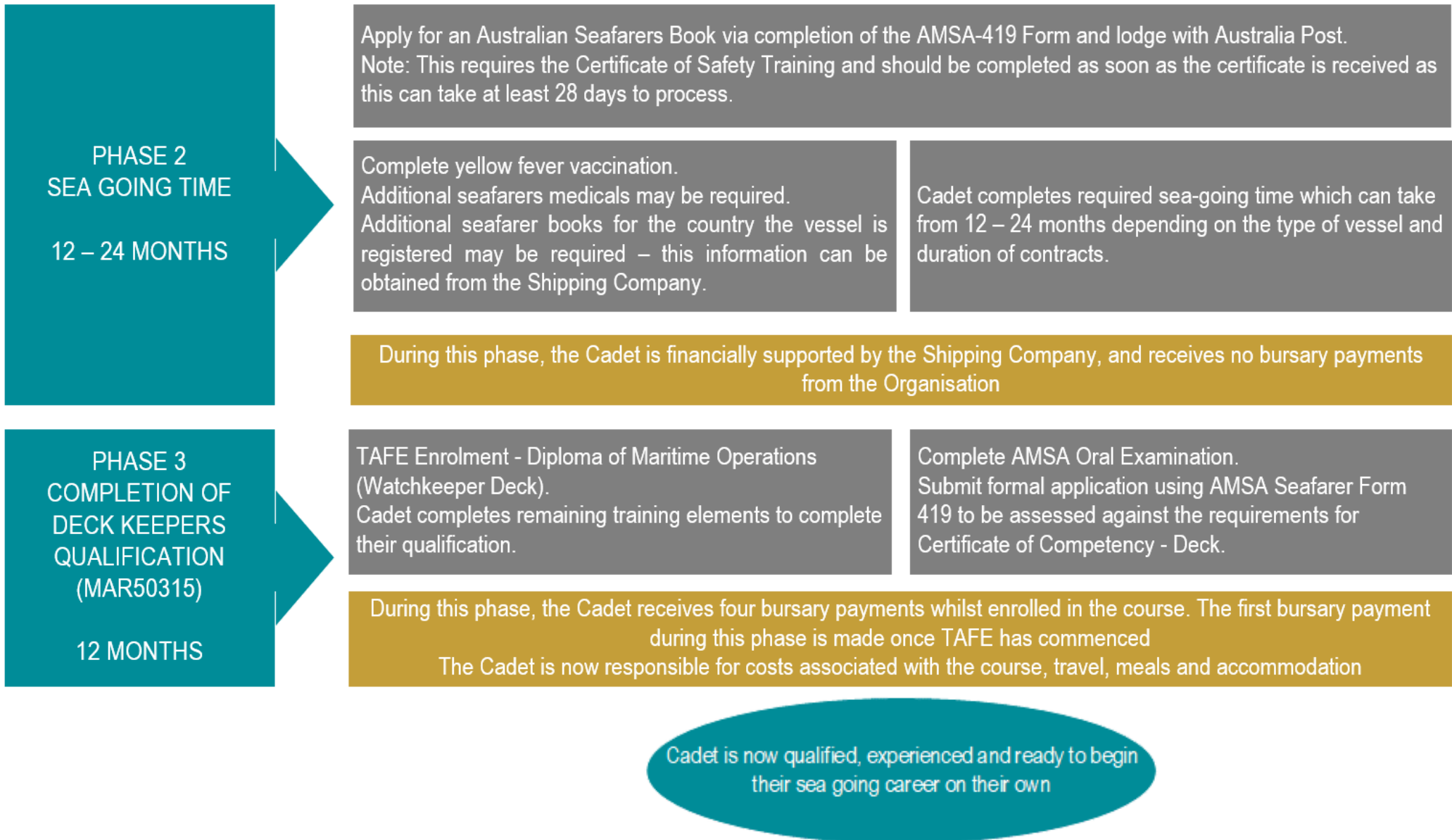
CHECKLIST			
<input type="checkbox"/>	Confirm minimum requirements for the Cadet (i.e. medical, year 12 completion scores, passport, visas)		
<input type="checkbox"/>	Identify the appropriate intake for TAFE training and associated costs		
<input type="checkbox"/>	Set pre-sea training requirements and dates (see A4 & A5)		
<input type="checkbox"/>	Develop Organisation-based work experience and familiarisation (see A5)		
<input type="checkbox"/>	Determine bursary arrangements, dates, and payment frequency (see A4)		
<input type="checkbox"/>	Set Cadetship Timeline		
<input type="checkbox"/>	Develop Attraction Approach (i.e. website/paper/newsletter/social media/talks at school)		
<input type="checkbox"/>	Develop Selection Methods		
<input type="checkbox"/>	Develop Cadetship Information Pack (see A3)		
<input type="checkbox"/>	Develop Cadetship Offer (see A4)		
DETAILS			
Minimum requirements for Cadet	<ul style="list-style-type: none"> Successful completion of Year 12 or TAFE equivalent in the last 3 years. AMSA Medical, includes a drug and alcohol test, audio test, colour blindness test and chest x-ray. Provision of a National Police Clearance. Successful attainment of a Maritime Security Induction Card (MSIC). Ability to obtain an Australian Passport and US Visa (others may apply depending on the Shipping Company). 		
Attraction & Selection Methods	<ul style="list-style-type: none"> Decide on the attraction and selection methods to be used. PPA bases selection on its standard recruitment process and uses personal attributes as the basis for merit selection (rather than specific experience levels). Prepare information packs and presentations. Plan information sessions with shortlisted applicants and parents. Identify provider that is certified to administer the AMSA medical testing requirements and report. The AMSA medical can be expensive if there is more than one candidate to choose from. The colour-blind testing is relatively inexpensive and should be arranged in the first instance. 		
Pre-Sea Training	<ul style="list-style-type: none"> A 2-week familiarisation can be undertaken with the Organisation prior to pre-sea training as unpaid work experience. Bursary payments can be made once training commences and continue during breaks in between modules, whilst further organisation/industry familiarisation occurs. Formal training requirements: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"> <ul style="list-style-type: none"> ○ Certificate of Safety (CoST) ○ First Aid (Prerequisite to AFF) ○ Master <24 </td> <td style="width: 50%;"> <ul style="list-style-type: none"> ○ Proficiency in Survival Craft (PSC) ○ Advanced Fire Fighting (AFF) ○ Elements of Shipboard Safety (ESS) </td> </tr> </table> 	<ul style="list-style-type: none"> ○ Certificate of Safety (CoST) ○ First Aid (Prerequisite to AFF) ○ Master <24 	<ul style="list-style-type: none"> ○ Proficiency in Survival Craft (PSC) ○ Advanced Fire Fighting (AFF) ○ Elements of Shipboard Safety (ESS)
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6. ATTRACT & SELECT

CHECKLIST	
<input type="checkbox"/>	Promote the Cadetship with local schools
<input type="checkbox"/>	Advertise the Cadetship
<input type="checkbox"/>	Undertake initial screening (i.e. completion of Year 12 or TAFE equivalent)
<input type="checkbox"/>	Hold information sessions for candidates and their parents
<input type="checkbox"/>	Hold interviews and determine preferred candidate/s
<input type="checkbox"/>	Arrange AMSA medical (including colour blind test)
<input type="checkbox"/>	Arrange invigilated psychometric assessments
<input type="checkbox"/>	Undertake reference checks
<input type="checkbox"/>	Arrange introduction with Shipping Company
<input type="checkbox"/>	Arrange formal offer
<input type="checkbox"/>	On acceptance, enrol Cadet into pre-sea training and determine timeline
DETAILS	
Preferred Dates	<ul style="list-style-type: none"> • When looking to attract Year 12's as they are about to finish their schooling, we would recommend the following dates: <ul style="list-style-type: none"> ○ Promote with local schools in October/November ○ Commence recruitment campaign in November ○ Arrange an introduction between the Cadet and the Shipping Company ○ Make a formal offer in December/January
Things to Consider	<ul style="list-style-type: none"> • PPA considers support and commitment from family/guardian to be a key ingredient to success. We keep the family involved in every aspect as a means of ensuring the cadet receives support, given the long periods they will spend away from home whilst at sea. • There is community and media interest in cadetships, so we work with our cadets to build comfort in having their photo taken, present information, and answer questions. • During this phase, the Marine Mentor will engage with the candidate and their family to provide them with insights into a career at sea, including the impact of long periods at sea. They can also work on a communication plan, so that they remain in contact (when possible) during voyages, and the Cadet can provide updates back to the Organisation as well as their friends and family. <ul style="list-style-type: none"> ○ PPA provides details of these updates to our employees, who are keen to know how the Cadets are progressing.
Process Map	<ul style="list-style-type: none"> • On the next 2 pages there is a process map that outlines the overall approach.

7. PROCESS MAP





8. ATTACHMENTS

- 8.1 ATTACHMENT 1 COLLABORATION AGREEMENT**
- 8.2 ATTACHMENT 2 SAMPLE ADVERTISING TEXT & SCREENING QUESTIONS**
- 8.3 ATTACHMENT 3 MARINE CADET APPLICATION INFORMATION**
- 8.4 ATTACHMENT 4 OFFER OF CADETSHIP**
- 8.5 ATTACHMENT 5 MARINE CADET WORK EXPERIENCE PLAN**
- 8.6 ATTACHMENT 6 SOUTH METROPOLITAN TAFE – MARITIME TRAINING CAPABILITY STATEMENT**

Parties

ORGANISATION NAME (ABN/ACN) of **INSERT ADDRESS**; and

SHIPPING COMPANY DETAILS (ACN/ABN) of **INSERT ADDRESS**

(the **Parties**).

BACKGROUND

ORGANISATION NAME will engage the Marine Cadet for a period of approximately 20 weeks and will provide work experience opportunities and maritime college training during this period in preparation for employment as a seafarer with **SHIPPING COMPANY**.

Following **ORGANISATION NAME**'s engagement of the Marine Cadet, **SHIPPING COMPANY** will employ the Marine Cadet as a seafarer to enable achievement of the required sea time to be eligible for the watchkeepers certificate of competency.

SHIPPING COMPANY will employ the marine cadet as a seafarer for at least two consecutive six-month periods to assist with attaining the required sea time as stated in item B.

The parties intend to work co-operatively together to assist the Marine Cadet's development to a watch keeping officer.

The Parties seek to record in this document their intentions and expectations.

In consideration for, among other things, the mutual covenants and promises contained in this document, the parties agree as follows:

DEFINITIONS

Definitions

In this Agreement these terms have the following meanings:

Activities has the meaning given to it in clause 4.

Commencement Date means the date of this Agreement.

Insolvency Event means an event where a Party enters into liquidation or a controller, receiver, administrator or manager is appointed with respect to the Party or its assets

Marine Cadet means **[Insert name]**.

Parties' Representatives means for:

ORGANISATION NAME **INSERT ORGANISATION NAME**

SHIPPING COMPANY **INSERT ORGANISATION NAME**

Purpose has the meaning given to it in clause 2.

Term has the meaning given to it in clause 3.

INTERPRETATION

In this Agreement, unless the context requires another meaning, a reference:

- (a) to the singular includes the plural and vice versa;
- (b) to a gender includes all genders;
- (c) to a document (including this Agreement) is a reference to that document (including any Schedules and Annexures) as amended, consolidated, supplemented, novated or replaced;
- (d) to an item, Recital, clause, Schedule or Annexure is to an item, Recital, clause, Schedule or Annexure of or to this Agreement;
- (e) to a person (including a party) includes:
 - (i) an individual, ORGANISATION, other body corporate, association, partnership, firm, joint venture, trust or Authority; and
 - (ii) the person's successors, permitted assigns, substitutes, executors and administrators;
- (f) to a law includes any legislation, judgment, rule of common law or equity, and is a reference to that law as amended, consolidated, supplemented or replaced, and includes a reference to any regulation, by-law or other subordinate legislation;
- (g) to time is to Western Australian time;
- (h) to the words "including" or "includes" means "including, but not limited to", or "includes without limitation" respectively;
- (i) headings are for convenience only and do not affect the interpretation of this Agreement;
- (j) where a word or phrase is defined, its other grammatical forms have a corresponding meaning; and
- (k) if the doing of any act, matter or thing under this Agreement is dependent on the consent or approval of a party or is within the discretion of a party, unless expressly stated otherwise, the consent or approval may be given, or the discretion may be exercised conditionally or unconditionally or withheld by the party in its absolute discretion.

PURPOSE

The Parties to this Agreement collectively wish to assist with the development of the Marine Cadet to a watch keeping officer (**Purpose**). Each of the Parties will invest time and business expertise at its own cost to conduct the activities associated with the development of the Marine Cadet.

TERM

The Term of this Agreement will commence on the Commencement Date and expires on the earlier to occur of:

- (a) termination of the Marine Cadet's employment contract with **SHIPPING COMPANY**; or
- (b) by agreement between the Parties.

ACTIVITIES

- (a) Each Party agrees to make available for the Purpose the necessary time, business expertise and such other resources necessary to achieve the Activities as defined in this clause 4.
- (b) **ORGANISATION NAME** will:
 - i. make contact and arrange meetings with the Marine Cadet during periods when the Marine Cadet is on-shore at Port of Port Hedland; and
 - ii. provide ongoing support as reasonably required by **SHIPPING COMPANY** to maintain the health and wellbeing of the Marine Cadet during periods the Marine Cadet is on board a vessel.
- (c) **SHIPPING COMPANY** will:
 - i. comply with its obligations under its contract of employment with the Marine Cadet;
 - ii. provide reasonable access to communication channels to the Marine Cadet to enable contact with **ORGANISATION NAME** during all periods the Marine Cadet is on board a vessel; and
 - iii. provide reasonable evidence of the Marine Cadet's seagoing time, that satisfies all certification requirements of the Australian Maritime Safety Authority, such that the Marine Cadet can apply for their Watchkeeping certification.
- (d) Joint Activities:
 - iv. Both Parties will provide a representative who will attend meetings, at times and frequency to be agreed between the Parties, for the purpose of monitoring and reporting on the progress of the development of the Marine Cadet.
- (e) Each Party agrees that the other Party will diligently and punctually perform its Activities under this Agreement.
- (f) The Parties agree to work collaboratively when performing the Activities.

CONFIDENTIALITY AND ANNOUNCEMENTS

Confidentiality

Each Party shall keep confidential:

- (a) all information disclosed by one to another, and any such information disclosed to it by third parties; and
- (b) the terms of this Agreement,

and shall use all such information only for the Purpose.

Permitted disclosure

Disclosure of information is only permitted:

- (a) as required by law or Stock Exchange obligations;
- (b) to the Parties' related bodies corporate and professional advisers bound by confidentiality undertakings;
- (c) with the written consent of the other Party; and
- (d) to relevant Government authorities.

Survival

Unless agreed otherwise in writing by the Parties, the requirements of this Clause 5 shall survive the period of this Agreement and shall continue for a period of 2 years after the expiry of this Agreement.

Announcement

No public announcement is to be made by a Party without the other Party consenting in writing to its release (such consent not to be unreasonably withheld).

TERMINATION

- (a) A Party may terminate this Agreement if the other Party commits a breach of the terms set out in this Agreement and fails to remedy such breach within 30 days of receipt of a notice by the non-defaulting Party to do so, or immediately if the breach cannot be remedied.
- (b) The Parties may terminate this Agreement by mutual written agreement.
- (c) Any Party may terminate this Agreement immediately by notice in writing if the other Party suffers an Insolvency Event.

RESOLUTION OF DISPUTES

- (a) If a dispute arises, a Party may give notice of the dispute or difference to the other Party.
- (b) If the Parties' Representatives are unable to resolve the dispute or difference within ten days of receipt of the notice under clause **XX**, either Party may refer the dispute or difference to the senior representatives of the other Party.
- (c) If the senior representatives of the Parties are unable to resolve a dispute or difference referred to them under clause **XX** or agree on a method for resolving the dispute within a further 20 days, either Party may, after giving written notice to the other Party, commence litigation in respect of the dispute or difference.
- (d) Service of the notices under, and in compliance with the process outlined in, clauses **XX** to **XX** are conditions precedent to the commencement of any litigation in respect of a dispute or difference.
- (e) Despite the other provisions of clause **X**, the Parties must continue performing the Activities under the Agreement and its other obligations under the Agreement.
- (f) Nothing in this clause **X** prevents a party from seeking urgent relief.

GENERAL

Assignment Prohibited

No Party may assign any of its rights, interest or obligations (in whole or in part) in this Agreement without the prior written consent of the other Party to this Agreement.

Governing Law

This Agreement will be construed in accordance with the laws of the State of Western Australia and each Party hereby irrevocably submits to the exclusive jurisdiction of the courts of the State of Western Australia.

Notices

All notices, requests, demands or communications required or permitted hereunder shall be in writing, delivered personally or by electronic means or certified or registered mail to the respective addresses set forth below (or at such other addresses as shall be given in writing by either Party to the other). All notices, requests, demands or communications shall be deemed to have been given upon personal delivery or on the calendar day following the date of the electronic means, or when received if sent by certified or registered mail.

If to **SHIPPING COMPANY**:

Address:

Email:

Attention:

If to **ORGANISATION NAME:**

Address:

Email:

Attention:

COUNTERPARTS

This Agreement may be signed in counterparts and all counterparts taken together constitute one document.

NO IMPLIED WAIVERS

Any failure by a Party to enforce at any time any of the provisions of this Agreement shall not be construed to be a waiver of such provision or of the right of such party thereafter to enforce such provision or exercise any other rights available to it under this Agreement or at law.

ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties in respect of its subject matter and supersedes all other discussions, representations, statements and agreements in respect of the Confidential Information made or given prior to the date of this Agreement or the Activities to be performed under this Agreement.

SURVIVAL

Provisions of this Agreement which by their nature, are intended to survive, survive termination or expiry of the Contract, including without limitation, clauses X, X, and X.

COSTS

Each Party will be responsible for its own legal and other costs incurred in relation to the preparation, negotiation and execution of this Agreement.

RELATIONSHIP OF PARTIES

This Agreement is not intended to create a partnership, joint venture or agency relationship between the Parties.

CONSIDERATION

Each Party acknowledges to the other Party that it enters this Agreement and incurs obligations and gives rights under it for valuable consideration received from the other Party

SAMPLE NEWSPAPER ADVERTISEMENT



The advertisement features the Pilbara Ports Authority logo at the top left. Below it is a large photograph of a red and black oil tanker ship at sea. To the right of the photo is the main text, which includes a quote from John Finch, General Manager Operations, and several sections: 'About the Marine Cadetship', 'What is on offer?', 'Interested?', and 'Applications close 27 October 2019'. At the bottom of the advertisement is a teal banner with the text 'Excellence | Respect | Integrity | Care | Courage'.

**PILBARA PORTS
AUTHORITY**

MARINE CADETSHIP

*"Pilbara Ports Authority is an end-user of maritime talent and skills which take a considerable time to gather. This Cadetship program provides an opportunity to invest in both our future industry lifeblood and provides local young people with a viable and rewarding future marine career."
John Finch, General Manager Operations*

About the Marine Cadetship
PPA's Marine Cadetship program is an excellent opportunity for a Pilbara based school leaver to build the skills and experience required to work in the marine industry, preparing the cadet for a successful and rewarding career.

What is on offer?
PPA will provide work experience and training as well as help you to get the sea time required for you to successfully gain a Deck Watchkeeper's qualification. This qualification will allow you to work as an officer on large vessels. You will also have mentorship from world class mariners and other marine support staff throughout the cadetship which will provide you with invaluable knowledge that will likely support you throughout your career.

Interested?
The cadetship will suit you if you enjoy diversity and are in step with PPA's values of Excellence, Respect, Integrity, Care and Courage. You will have a keen interest for learning new things and enjoy being faced with challenges. Your communication skills and ability to follow instruction will contribute to your success as will your resilience.

You will have successfully completed Year 12 or TAFE equivalent and possess the ability to pass a pre-employment medical. You will also be able to produce a satisfactory National Police Clearance.

Further information including an information pack, application instructions and contact details can be found on the Pilbara Ports Authority recruitment webpage at <https://pilbaraports.bigredsky.com>

Applications close 27 October 2019

Excellence | Respect | Integrity | Care | Courage

SAMPLE ELECTRONIC ADVERTISEMENT WORDING

MARINE CADETSHIP

Location: INSERT LOCATION

About the Cadetship

With the expanded operations of the ORGANISATION NAME, a marine cadetship program has been created and is offered to school leavers based in LOCATION.

If successful you will receive a minimum of two years of training, which will include a period of shore-based learning prior to the opportunity to go to sea, as well as financial support towards required study.

This opportunity will provide you with the skills and experience required for a successful and rewarding career in the marine industry.

You will be mentored by world class mariners and other marine staff throughout the cadetship, providing invaluable knowledge that will support you throughout your career.

Parents and/or guardians will be included in the program and support from people around you will be important for your success.

About You

The cadetship will suit you if you enjoy diversity and are in step with ORGANISATION NAME values of Excellence, Respect, Integrity, Care and Courage.

You will have a keen interest for learning new things and being faced with challenges. Your communication skills, ability to follow instructions and your resilience will contribute to your success.

Support

If successful, you will be provided with:

- Marine work experience within the Port
- Pre-sea training
- Mentorship to support you throughout the cadetship
- A pathway to complete sea going time
- Financial support toward your study

Application Instructions:

If the cadetship appeals to you, upload your resume along with a letter that tells us why you are the right person for the opportunity. Please do not hesitate to call us if you would like to check that you are on the right track with your application.

Please see attached the Marine Cadet Application Information Pack for further details.

For further information please contact INSERT CONTACT.

SAMPLE SCREENING QUESTIONS

Page 1

1. Have you successfully completed Year 12 or a TAFE equivalent: Yes/No

Page 2 – Standard Vacancy Questions

1. Australian Residency Status
2. Workers Compensation
3. Convictions
4. Advertising Source

Page 3 – Resume

1. Please attached your resume
2. Please add any other attachments

MARINE CADET APPLICATION INFORMATION

APPLICATION REQUIREMENTS AND PROCESS

Can I apply?	You can apply if you are a school leaver that has successfully completed Year 12 or TAFE equivalent.
How do I apply?	You can apply via the Pilbara Ports Authority recruitment portal on our website: www.pilbaraports.com.au
What do I need to include in the application?	<p>You will need to upload a resume and cover letter that tells us why you would be successful as a marine cadet. Have a look at the information on the previous page to see what we are looking for.</p> <p>We'd also like to speak to two of your teachers, so include how we can contact them. It's best to speak with them first, so they know we may give them a call.</p> <p>If you have had a job while at high school it would be a good idea to include a referee from there as well.</p>
Are there any other requirements or prerequisites?	Check the pre-requisites on the previous page to make sure you can apply.
What is involved in the recruitment and selection process?	<p>Applications will be reviewed by a team of people. If you are shortlisted we will arrange a meeting to give you more details on the Cadetship, and ask some more questions.</p> <p>You may also need to complete some tests – these are standard tests that everyone can do. No study is required prior.</p>

For further information, please call **9173 9000** or visit our website www.pilbaraports.com.au

Before I went out on the FMG Amanda, Pilbara Ports Authority gave me the opportunity to tour the Golden Houston in Port Hedland which was amazing... I met the chief mate and the cadet, and it helped me to better understand shipping life. I also got the opportunity to take my parents onboard for a tour. They were ecstatic.

Marine Cadet, Morgan Ruston

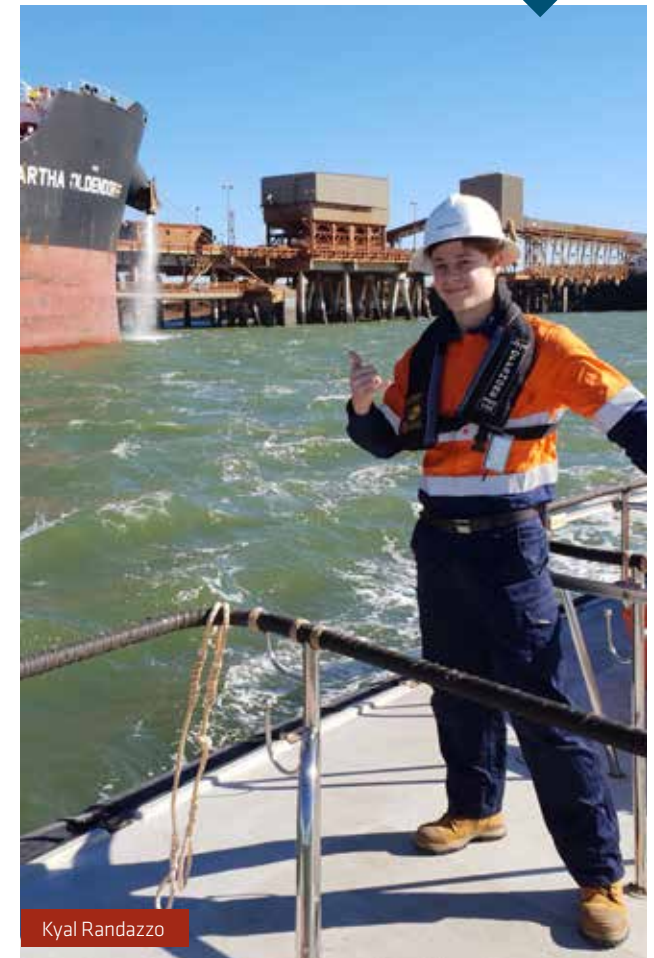
We passed through the Great Barrier Reef, and around the Eastern side of Papua New Guinea. After, we headed directly through the Pacific Ocean... it is typhoon season... thankfully we only confronted a low pressure. Vladivostok is where I will be spending my Christmas, in potential temperatures reaching -25°... it will be my first white Christmas! Marine Cadet, Kyal Randazzo

About the Marine Cadetship

Pilbara Ports Authority's Marine Cadetship Program provides cadets with the skills and experience for a successful and rewarding maritime career and is offered to school leavers in the City of Karratha or Town of Port Hedland.

Successful cadets receive training which includes shore-based learning prior to the opportunity to go to sea, as well as financial support towards required study.

The cadet will be mentored by world-class mariners and other marine support staff throughout the cadetship, providing invaluable knowledge that will support them through their careers.



Kyal Randazzo

What are we looking for?

Qualifications:

- Successful completion of Year 12 or TAFE equivalent.

Prerequisites:

- To pass a medical, including a drug and alcohol test, audio test, eye test, and chest x-ray.
- A satisfactory National Police Clearance (NPC).
- To apply for a Maritime Security Induction Card (MSIC) – we will help with this.
- An Australian passport.

Attributes:

- You need to show behaviours that align with Pilbara Ports Authority's values of Excellence, Respect, Integrity, Care and Courage.
- You should enjoy learning new things and being faced with new challenges.
- You will need to be resilient because you will spend long periods of time away from your family and friends without access to social media or telephone communication.
- The ability to demonstrate your understanding of what is expected of a marine cadet in the program.
- The ability to listen and communicate well so that you can work with other people.
- Commitment to following instructions and learning new skills.

About Pilbara Ports Authority

Pilbara Ports Authority oversees operations at four ports in the Pilbara region, including the ports of Dampier and Port Hedland, which are two of the largest bulk export ports in the world.

The safety of every employee, port user, service provider or visitor to any of our sites is our highest priority.



Marine Cadets Katelyn Arnold, Jeri Ingleton and Ben Hobart at the Port of Dampier.

The Marine Cadetship Program will help you build the skills and experience required to work in the maritime industry.

Pilbara Ports Authority will provide work experience, training and help you to get the sea time required for you to successfully attain a Diploma of Maritime Operations (Watchkeeper Deck).

Support from people around you will be important for your success.

The cadet will have a mentor within the marine team and also have someone they can speak to in Human Resources throughout the program. We will include parents/guardians in the program.

What training will I complete as a Cadet?

Pre-sea training

It will take you eight weeks to complete the minimum training required to go away to sea.

The training includes basic navigation competency and certificate of safety training.

This training will be completed at a maritime training facility in Perth or Broome.

Study and exam

On successful completion of 300 days seagoing time you will spend up to 12 months studying to attain a Diploma of Maritime Operations (Watchkeeper Deck).



Work experience at Pilbara Ports Authority and preparation for seagoing time

You will spend the first three months of the program completing work experience at the port.

This will help you build your knowledge across a wide range of marine functions in ports including vessel traffic services, tugs and pilotage.

Seagoing time

You will spend between 12 and 24 months completing 300 days of seagoing time on board an ocean going vessel. Your seagoing training will include:

- Bridge Watch
- Emergency Management
- Navigation

Ben Hobart began his cadetship in 2019 and completed his second sailing contract in early 2021. Across seven months, he visited 18 countries including Russia, India, Portugal, Romania and Belgium. He also sailed through the Suez Canal, Bosphorus Strait in Istanbul and the icy Milne Inlet in northern Canada, (pictured).

I'd like to say a big thank you to the crew at Pilbara Ports Authority who have made it all possible. I'm only just beginning to realise how lucky I am for this opportunity, and I'm very excited for the next batch of cadets to come forward and experience what I have experienced so far.

Marine Cadet, Ben Hobart

OFFER OF MARINE CADETSHIP

I have pleasure in offering you a Marine Cadetship facilitated by the **ORGANISATION NAME** commencing **DATE**. This letter is not a legally binding arrangement and nothing in this offer constitutes an agreement of employment by PPA.

The focus of the cadetship is to provide you with a meaningful learning experience that will prepare you for a rewarding career at sea.

PRE-REQUISITES

Medical

The Cadetship is offered subject to an acceptable AMSA medical examination including a drug and alcohol test, audio test, eye test and chest x-ray.

You will need to have all necessary vaccinations prior to going to sea, including a Yellow Fever vaccination.

The **ORGANISATION NAME** will pay for all costs associated with these requirements.

MSIC & National Police Certificate

This offer is also subject to successful attainment of a Maritime Security Identification Card (MSIC). In the event that an MSIC is not granted your Cadetship cannot continue. Information on how to complete your MSIC application will be emailed to you prior to commencement.

The Cadetship is subject to you obtaining a current National Police Certificate and disclosing the results to the **ORGANISATION NAME** to ensure that you are fit to carry out assigned requirements. **ORGANISATION NAME** reserves the right to require that you produce an original National Police Certificate for its review.

In the event that the National Police Certificate, or any future requested National Police Certificate disclose unsatisfactory results or reveal that you have provided false information, **ORGANISATION NAME** reserves the right to terminate your Cadetship, or, if your Cadetship has not commenced, to immediately revoke any offer of Cadetship that may have been made to you. Further information on how to obtain a current NPC Certificate will be provided via email when we have received your signed letter of offer. The **ORGANISATION NAME** will pay for any costs associated with this.

Passport & US Visa

You will need to apply for and hold an Australian Passport. You will also need to be able to successfully meet the requirements to gain a US Visa. Other Visa's may also be required during your sea-going time. In the event that you are unable to attain a Passport or Visa, **ORGANISATION NAME** reserves the right to terminate the Cadetship.

TRAINING

It is a requirement that you successful complete all training facilitated by **ORGANISATION NAME**. In the event that you cannot successfully complete any component of the training, **ORGANISATION NAME** reserves the right to terminate the cadetship.

SUPPORT

It is important that you have a parent, guardian or support person who can provide you with support during the cadetship. You will be required to spend long periods of time away from home, and the guidance and support this person provides will be instrumental in your success. You will also be mentored by the Harbour Master and other members of the Marine Team. Human Resources will also provide you with support throughout the program.

FINANCIAL SUPPORT FROM PPA

You will be provided with a bursary allowance of \$25,000 per annum pro-rata during each stage of the cadetship with the exception of stage 2, your seagoing time. Specific payment details are outlined below. This bursary is not a wage; it is financial support while you study. It is your responsibility to seek financial advice relating to any tax implications that may arise for you as a result of receiving the bursary.

STAGES OF THE CADETSHIP

The Cadetship consists of three stages, explained below. You will be required to successfully complete each stage to continue with your Cadetship. You will be advised in writing each time you successfully complete a stage of Cadetship. In the event that you are unable to complete any stage, **ORGANISATION NAME** reserves the right to terminate the Cadetship.

Stage 1 – Pre-Sea training

Stage 1 of the Cadetship will require you to complete pre-sea training through **South Metropolitan TAFE OR AMCS**. This pre-sea training will also include a component of work experience at the Port of **XXXXX**. This training will commence on **INSERT DATE** with a week's work experience. You will then travel to **TRAINING LOCATION** to commence the Certificate of Safety Training module of your pre-sea training. It is anticipated that your pre-sea training will take approximately 19 weeks to complete.

During the work experience component of your pre-sea training you will be able to observe a wide range of marine operations, assisting you to build the knowledge and understanding required for your sea-going time and future study. This will include observing pilotage movements, shipping operations, Vessel Traffic Services Operations and Port emergency response activities.

ORGANISATION NAME will pay for all training and travel expenses associated with your pre-sea training. During this time the **ORGANISATION NAME** will also pay you a bursary for each week of your pre-sea training. You will receive \$480 per week, commencing when you start your Certificate of Safety Training.

Your training will include

- Master <24
- Certificate of Safety (COST)
- Advanced Fire Fighting (AFF)
- Proficiency in survival craft (PSC)
- Medical first aid
- **ORGANISATION NAME** in-house mandatory inductions

Hours of attendance will generally be Monday to Friday between the hours of 8am and 4pm. You will be provided with a 30-minute unpaid lunch break each day.

To progress to Stage 2 of the Cadetship, you will need to satisfactorily complete all modules of Stage 1 – Pre-sea Training. At the end pre-sea training **ORGANISATION NAME** will determine your suitability to move you to Stage 2 – seagoing time.

Stage 2 – Sea-Going Time

Your sea-going time will be completed on board foreign sea going vessels. The opportunity will be provided by a global shipping **ORGANISATION**. During this period, you will enter into an agreement with the shipping **ORGANISATION** and will be subject to their employment terms and conditions. The agreement is attached for your information.

You will need to spend between 12-24 months at sea to complete the required sea-going time to be able to gain your deck watch keepers certificate. The sea time requirement may be completed on multiple vessels with a break structured between vessels.

ORGANISATION NAME will continue to provide support during this time. However, financial support will be provided by the shipping provider and as such you will not receive any bursary payment from **ORGANISATION NAME**.

Stage 3 – Study to attain Deck Watch Keepers Qualification

When you return from sea you will need to undertake further study to complete your Deck Watch Keepers certificate (Certificate of Competency). This can be completed in **LOCATION**. **ORGANISATION NAME** will provide financial support for a maximum of 12 months while you complete your qualification.

A bursary amount of \$6,250 will be paid to you prior to the commencement of each term for a maximum of four terms. You will be responsible for all costs associated with the completion of your qualification including accommodation and travel.

UNIFORMS

Your initial PPE requirements and corporate uniform will be provided by the **ORGANISATION NAME**.

NOTICE

ORGANISATION NAME reserves the right to terminate the cadetship if you fail to meet the pre-requisites, or exhibit behaviour that contradicts the **ORGANISATION NAME** values or Code of Conduct and Ethics.

CONSENT FOR PHOTOGRAPHY AND MEDIA INTERVIEWS

By accepting the Cadetship, you are giving your permission for your photograph to be used in **ORGANISATION NAME** publications and media announcements. You may also be required to take part in media interviews from time to time.

CONFIDENTIALITY

Confidential information is any information in respect of the **ORGANISATION NAME** business which is not in the public domain or is of a commercially sensitive or confidential nature and includes, but is not limited to, any document, book, account, process, patent, specification, drawing, design or know-how.

You must keep any confidential information to which you have access strictly secret and confidential, and not disclose it to any third party except to the extent that such disclosure is for the purpose of fulfilling your obligations and duties of employment or is required by law and:

- take all reasonable and necessary precautions to maintain the secrecy of the confidential information and to prevent the unauthorised disclosure of any confidential information; and
- immediately return all confidential information, including any copies or extracts thereof, to **ORGANISATION NAME** upon request; and
- not make any use of any confidential information to gain, directly or indirectly, any improper advantage for himself/herself or gain for any other person, firm or corporation.

Your confidentiality obligations outlined above survive the termination of the Cadetship.

GENERAL

Your acceptance of the Cadetship can be acknowledged by signing and returning the enclosed copy of your letter of offer by scanned email or post as soon as possible.

Should you require further information or assistance please do not hesitate to call **PROGRAM COORDINATOR**.

Congratulations and welcome aboard.

Yours sincerely

INSERT NAME/POSITION

I, **CADET NAME** accept the offered Cadetship provided by **ORGANISATION NAME** under the terms and conditions outlined above.

Signed: _____ Date: ____/____/ 20XX

I, (**PARENT NAME**) acknowledge the requirements associated with the cadetship program, and the support required for **CADET NAME** to be successful in the offered Cadetship.

Signed: _____ Date: ____/____/20XX

ATTACHMENT 5 MARINE CADET WORK EXPERIENCE PLAN

This twelve-week work experience programme has been developed to provide you with an introduction to the maritime environment and develop a knowledge base as a preparation for the pre-sea training and subsequent sea going training.

The focus of the programme is to provide you with hands-on experience that will prepare you for your sea-going career. In addition to your work experience, you will be mentored by the Harbour Master and other members of the Marine Team throughout your cadetship.

Your main objective should be to understudy the marine team which broadly includes functions such as Vessel Traffic Services, Pilotage, Harbour Master duties, port operations and Emergency preparedness including responding to oil pollution in port waters.

The plan encompasses any relevant organisational minimum training requirements, exposure to VTS operations, marine operations and port operations.

The day to day activities mentioned below provide an outline of the work experience you will complete. Work experience may alter based on operational requirements, availability of key team members or the opportunity to observe an ongoing operation on board a ship or within the port environment.

The Harbour Master will sign off on your completed tasks at the end of each week, and help you plan how you will complete the next week of tasks. You will also have a fortnightly progress meeting with your parent/guardian and the marine team to review your progress and any areas you need to focus on.

The Competency Checklist at the end is to be filled in by you as and when you complete any training task, as it is understood that these tasks may not be necessarily be achievable in a sequential order, depending on operational needs of the marine needs or a suitable opportunity arising.

Minimum Training Requirements

Included in your weekly tasks are your minimum training requirements. This training will be organized as part of your weekly plan, and the marine team and the Human Resources Coordinator will help you to ensure you complete the training successfully.

Your training includes:

- New Starter HR Induction
- Environment & Cultural Awareness Induction
- Objective Awareness
- Presentation of your Drivers License
- Enterprise Risk Management Framework & Risk Assessment Process
- Integrated Management System Awareness Online Induction
- Records Keeping Awareness
- Cyber Security Awareness
- Working with Respect
- Fatigue Management
- Hazard Management
- Manual Handling Awareness
- AMSA Online Training – Introduction to Pollution Response.
- OSR1 Theory and Practical

Pre-Sea Training Requirements

- Marine Radio Operations License
- Certificate of Safety (CoST)
- Senior First Aid (pre-requisite for AFF)
- Advanced Fire Fighting (AFF)
- Proficiency in Survival Craft (PSC)
- Elements of Shipboard Safety (ESS)

**ATTACHMENT 5
MARINE CADET WORK
EXPERIENCE PLAN**

WEEK ONE – Organisation Familiarisation and Minimum Training		
MONDAY	AM Commencement & Induction	Introduction to departmental heads and marine team. Safety Briefing and HR Induction Pack.
	PM Minimum Training	Introduction to rules/regulations concerning maritime industry. Hazard Management Training Record Keeping Awareness State Port Authorities Act Port Authorities Regulations National Navigation Act
TUESDAY	AM Marine Familiarisation	Visit to VTS tower PPA Website and study about organization Fatigue Management Training
	PM Minimum Training	PPA Website and study about organisation Fatigue Management Training
WEDNESDAY	AM Marine Familiarisation	Complete Online Port Induction SOLAS and MARPOL
	PM Minimum Training	DoT Website familiarisation AMSA Online Oil Pollution training
THURSDAY	AM Marine Familiarisation	Visit to berths
	PM Minimum Training	Enterprise Risk Management Framework & Risk Assessment Process
FRIDAY	AM Marine Familiarisation	Port Handbook – Read and make notes for discussion
	PM Minimum Training	Q&A with HM/DHM Weekly Journal Entry – Summarize the week’s activities and learning
Summary of completed activities:		
WEEK 1 REFLECTION		

Cadet reflection:

Assessor’s reflection:

Assessor’s Signature:

**ATTACHMENT 5
MARINE CADET WORK
EXPERIENCE PLAN**

WEEK TWO – VTS & Training		
MONDAY	AM VTS	Understand role of VTS
	PM VTS	Understudy VTSO SMCP
TUESDAY	AM VTS	VTSO - Radio communication protocols. VTSO – Types of Radios VHF/UHF
	PM Training	Role of IMO Role and functions of AMSA
WEDNESDAY	AM VTS	DHM/VTSO – Reading charts. Identification of key landmarks
	PM VTS	Cyber Security Awareness Objective Awareness
THURSDAY	AM VTS	Ship Scheduler – Role and Function VTSO – Overview of GMDSS
	PM Training	VTSO - Emergency Checklists
FRIDAY	AM VTS	VTSO – Ship types and notations (IMO/Call Sign etc.) Boat tour of harbor (Pilot Boat)
	PM Progress update with Parents/Marine & Cadet	Q&A with HM/DHM Weekly Journal Entry – Summarize the week’s activities and learning.
Summary of completed activities:		
WEEK 2 REFLECTION		

Cadet reflection:

Assessor’s reflection:

Assessor’s Signature:

**ATTACHMENT 5
MARINE CADET WORK
EXPERIENCE PLAN**

WEEK THREE – VTS & Training		
MONDAY	AM VTS	VTSO – Daily Procedures and duties Boat Tour of harbor - Security Patrol
	PM Training	Study Time Ship visit, if suitable opportunity available
TUESDAY	AM VTS	VTS Operations Manual VTS related tasks
	PM Training	Types of cargo handled in Port Hedland
WEDNESDAY	AM VTS	Inner Harbour trips Attend berthing/unberthing operations at berth Ship visit, if suitable opportunity available
	PM Training	
THURSDAY	AM VTS	Inner Harbour trips Visit tanker/product/general cargo ship if available
	PM Training	Helo Induction Rivtow – Tug Run
FRIDAY	AM VTS	Ship visit and cargo, deck and gangway watch
	PM Training	Q&A with HM/DHM Weekly Journal Entry – Summarize the week’s activities and learning.
Summary of completed activities:		
WEEK 3 REFLECTION		

Cadet reflection:

Assessor’s reflection:

Assessor’s Signature:

**ATTACHMENT 5
MARINE CADET WORK
EXPERIENCE PLAN**

WEEK FOUR – Marine Operations		
MONDAY	AM Marine Operations	Oil Spill Related training Visit to Oil Spill shed
	PM Marine Operations	Study Time Ship visit, if suitable opportunity available
TUESDAY	AM Marine Operations	Boat Harbour tour – Responder vessels and Security patrol
	PM Marine Operations	Study Time Ship visit, if suitable opportunity available
WEDNESDAY	AM Marine Operations	Observe vessel berthing or unberthing, if possible
	PM Marine Operations	
THURSDAY	AM Marine Operations	Helo run
	PM Marine Operations	Rivtow – Tug Run
FRIDAY	AM Marine Operations	Ship visit and cargo, watch. Visit E/Room (preferably with Shipping Company)
	PM Progress Update with Parents/Marine & Cadet	Q&A with HM/DHM Weekly Journal Entry – Summarize the week’s activities and learning.
Summary of completed activities:		
MONTHLY REFLECTION PROGRESS UPDATE		

Candidate reflection:

Parents reflection:

Assessor’s reflection:

**ATTACHMENT 5
MARINE CADET WORK
EXPERIENCE PLAN**

WEEK FIVE – VTS & Pilotage Familiarisation		
MONDAY	AM VTS	Pilotage Run inbound
	PM Pilotage Familiarisation	Study Time
TUESDAY	AM VTS	Pilotage run outbound
	PM Pilotage Familiarisation	Study time
WEDNESDAY	AM VTS	VTS – Routes inbound/outbound and entry points E2/E3, Channel entry points
	PM Pilotage Familiarisation	Ship visit, if suitable opportunity available Training (Refer Online training List)
THURSDAY	AM VTS	Navigation Aids and IALA Local Marine Notices
	PM Pilotage Familiarisation	Rivtow – Tug Run
FRIDAY	AM VTS	Ship visit and Draft Survey
	PM Pilotage Familiarisation	Q&A with HM/DHM Weekly Journal Entry – Summarize the week's activities and learning.
Summary of completed activities:		
WEEK 5 REFLECTION		

Cadet reflection:

Assessor's reflection:

Assessor's Signature:

**ATTACHMENT 5
MARINE CADET WORK
EXPERIENCE PLAN**

WEEK SIX – Pilotage Familiarisation & Marine Admin		
MONDAY	AM Pilotage Familiarisation	Pilotage Run inbound
	PM Marine Admin	Study Time
TUESDAY	AM Pilotage Familiarisation	Pilotage run outbound
	PM Marine Admin	Study time
WEDNESDAY	AM Pilotage Familiarisation	Visit Terminal
	PM Marine Admin	Landside East– Crane operations Introduction to Hydrotel (MetOcean)
THURSDAY	AM Pilotage Familiarisation	Ship and nautical terms Ship construction and terminology
	PM Marine Admin	VTS – Port User Guidelines and Protocols, DUKC, SUKC
FRIDAY	AM Pilotage Familiarisation	Ship visit and Draft Survey
	PM Progress update with Parents/Marine & Cadet	Q&A with HM/DHM Weekly Journal Entry – Summarize the week’s activities and learning.
Summary of completed activities:		
WEEK 6 REFLECTION		

Cadet reflection:

Assessor’s reflection:

Assessor’s Signature:

**ATTACHMENT 5
MARINE CADET WORK
EXPERIENCE PLAN**

WEEK SEVEN – Marine Operations		
MONDAY	AM Marine Operations	Search and Rescue and role of JRCC
	PM Marine Operations	Study Time
TUESDAY	AM Marine Operations	Observe Mooring operations from shore side
	PM Marine Operations	Visit VMR
WEDNESDAY	AM Marine Operations	Visit FMG Terminal
	PM Marine Operations	BoM – Coastal Weather. Cyclones. Marine meteorology terms.
THURSDAY	AM Marine Operations	Understudy DHM
	PM Marine Operations	VTS – Study
FRIDAY	AM Marine Operations	Study
	PM Marine Operations	Q&A with HM/DHM Weekly Journal Entry – Summarize the week’s activities and learning.
Summary of completed activities:		
WEEK 7 REFLECTION		

Cadet reflection:

Assessor’s reflection:

Assessor’s Signature:

**ATTACHMENT 5
MARINE CADET WORK
EXPERIENCE PLAN**

WEEK EIGHT - VTS		
MONDAY	AM Pilotage Familiarisation	Visit Seafarer Centre
	PM Marine Admin	AMSA notice MO64 and Role of VTS
TUESDAY	AM Pilotage Familiarisation	Pilotage run
	PM Marine Admin	Role of Classification societies
WEDNESDAY	AM Pilotage Familiarisation	Cargo Operations (Ship Visit)
	PM Marine Admin	
THURSDAY	AM Pilotage Familiarisation	Attend landside pre berthing meeting
	PM Marine Admin	Ship stability and draft calculation
FRIDAY	AM Pilotage Familiarisation	Ship Visit (E/Room)
	PM Progress update with Parents/Marine & Cadet	Q&A with HM/DHM Weekly Journal Entry – Summarize the week's activities and learning.
Summary of completed activities:		
MONTHLY REFLECTION PROGRESS UPDATE		

Candidate reflection:

Parents reflection:

Assessor's reflection:

**ATTACHMENT 5
MARINE CADET WORK
EXPERIENCE PLAN**

Focus areas for this week will be determined after the first 4 weeks of the work experience plan has been completed.

WEEK NINE		
MONDAY	AM –	Notes:
	PM –	
TUESDAY	AM –	Notes:
	PM –	
WEDNESDAY	AM –	Notes:
	PM –	
THURSDAY	AM –	Notes:
	PM –	
FRIDAY	AM –	Notes:
	PM –	
Summary of completed activities: 		
WEEK 9 REFLECTION		

Cadet reflection:

Assessor's reflection:

Assessor's Signature:

**ATTACHMENT 5
MARINE CADET WORK
EXPERIENCE PLAN**

Focus areas for this week will be determined after the first 4 weeks of the work experience plan has been completed.

WEEK TEN		
MONDAY	AM –	Notes:
	PM –	
TUESDAY	AM –	Notes:
	PM –	
WEDNESDAY	AM –	Notes:
	PM –	
THURSDAY	AM –	Notes:
	PM –	
FRIDAY	AM –	Notes:
	PM –	
Summary of completed activities: 		
WEEK 10 REFLECTION		

Cadet reflection:

Assessor's reflection:

Assessor's Signature:

**ATTACHMENT 5
MARINE CADET WORK
EXPERIENCE PLAN**

Focus areas for this week will be determined after the first 4 weeks of the work experience plan has been completed.

WEEK ELEVEN		
MONDAY	AM –	Notes:
	PM –	
TUESDAY	AM –	Notes:
	PM –	
WEDNESDAY	AM –	Notes:
	PM –	
THURSDAY	AM –	Notes:
	PM –	
FRIDAY	AM –	Notes:
	PM –	
Summary of completed activities:		
WEEK 11 REFLECTION		

Cadet reflection:

Assessor's reflection:

Assessor's Signature:

Focus areas for this week will be determined after the first 4 weeks of the work experience plan has been completed.

WEEK TWELVE		
MONDAY	AM –	Notes:
	PM –	
TUESDAY	AM –	Notes:
	PM –	
WEDNESDAY	AM –	Notes:
	PM –	
THURSDAY	AM –	Notes:
	PM –	
FRIDAY	AM –	Notes:
	PM –	
Summary of completed activities:		

**ATTACHMENT 5
MARINE CADET WORK
EXPERIENCE PLAN**

CHECKLIST OF KEY COMPETENCIES					
Task No.	TASK	Date Complete	Week	Cadet's Initials	Mentor's Initials
	MANDATORY TRAINING				
	New Starter HR Induction				
	Environment & Cultural Awareness Induction				
	Objective Awareness				
	Presentation of your Drivers Licence				
	Enterprise Risk Management Framework & Risk Assessment Process				
	Integrated Management System Awareness Online Induction				
	Records Keeping Awareness				
	Cyber Security Awareness				
	Working with Respect – Pilbara Ports Authority				
	Fatigue Management				
	Hazard Management				
	Manual Handling Awareness				
	AMSA Online Training – Introduction to Pollution Response.				
	OSR1 Theory and Practical – Oil Spill				
	SAFETY AND BASIC FAMILIARISATION / INDUCTIONS				
	Locate your nearest Fire Exit				
	Locate your nearest Muster Point				
	PPE requirements in and around port infrastructures				
	PPA East side Induction				
	PPA Induction				
	Locate Oil Spill Gear				
	Identify emergency equipment located in the tower				
	Helicopter Induction				
	IMO Signs on board – General knowledge https://www.a-spe.com/signs-categories				
	BASIC UNDERSTANDING OF REGULATIONS/PUBLICATIONS				
	Solas				
	Marpol				
	Collision regulations				
	Lala buoyage				
	Navigation act				
	Port authority regulations				
	Port authority act				
	SMCP				
	STCW				
	BLU code				
	Role of port state control (PSC)				
	Admiralty sailing directions (NP13)				
	Marine radio operator book (AMC)				
	NAVIGATION AND MARINE				
	Basic understanding/knowledge of:				
	Common Ship terms				
	Wind/Waves/Swell classification				

**ATTACHMENT 5
MARINE CADET WORK
EXPERIENCE PLAN**

CHECKLIST OF KEY COMPETENCIES					
Task No.	TASK	Date Complete	Week	Cadet's Initials	Mentor's Initials
	Beaufort notations for wind				
	Hydrotel and Metocean				
	BoM – Coastal Weather				
	Mooring Ropes used on board				
	of Ships Anchor, Windlass and mooring operations				
	Understand basics of pilot transfers – Launch and Helicopter				
	Underkeel Clearances and effect to ship handling				
	SUKC and DUKC – a basic understanding				
	Conduct one Inbound trip to any terminal				
	Undertake one Outbound Trips to C1				
	Basic Chartwork – Identify Aus Charts				
	Local Marine Notices - Understand promulgation and use on board				
	Marine Safety Bulletins - Understand promulgation and use on board				
	Undertake one tug visit				
	Undertake a pilot boat run				
	CARGO WORK				
	List of cargo that is handled in the Port				
	List of cargo that is handled in the Port				
	Keep a cargo watch onboard a visiting ship				
	Basics of Stability calculation – Understudy C/Off on a ship				
	Understand Ballast Water and Ballast water treatment				
	Witness a Draft survey on board				
	SHIP BOARD TASKS				
	Visit an ore carrier's CCR				
	Visit a ship for an Engine Room tour				
	Visit a Salt ship				
	Visit a ship to understudy cargo loading plan and basics of stability				
	Visit a ship to understudy gangway and security duties				
	Visit a ship to study mooring stations & safety aspects				
	Understudy a 3/Off's Lifesaving/Firefighting duties				
	Understudy 2/Off's Navigation officer duties				
	Obtain a Ship's Particulars page				
	Obtain a Ship's Crew List				
	Visit a ship's bridge and make a list of main navigation equipment				
	Visit a tanker alongside – CCR and Pumproom				
	VTS FUNCTIONS				
	Marine communications				
	Basic concept of GMDSS				
	Role of VTS – MO64				
	Radio Etiquette				
	Understudy a VTSO				
	Understudy a Ship Scheduler				
	Port Hedland anchorage layout and approaches to E2/E3				

**ATTACHMENT 5
MARINE CADET WORK
EXPERIENCE PLAN**

CHECKLIST OF KEY COMPETENCIES					
Task No.	TASK	Date Complete	Week	Cadet's Initials	Mentor's Initials
	PORT OPERATIONS				
	Basic structure of the organisation				
	Identify all berths and terminal operators				
	Loading rates and volume statistics				
	Port Handbook				
	Security patrol on the water				
	Observe mooring operations – Landside				
	UNDERSTAND ROLE OF VARIOUS ORGANISATIONS				
	IMO				
	AMSA				
	Classification Societies				
	DoT				
	AQIS				
	ABF				
	Customs				
	EMERGENCIES AND POLLUTION RELATED				
	Make a list of all Emergency checklist in the VTS				
	First Strike Response capability				
	Medical Evacuation and MERSAR				
	A day with Westcoast team on the Responders				
	VISITS				
	One Day at the Seafarer Centre				
	One day at FMG terminal				
	Accompany an agent for arrival and departure clearance				
	Visit VMR				
	Visit Landside berths				



MARITIME TRAINING CAPABILITY STATEMENT



GOVERNMENT OF
WESTERN AUSTRALIA



**South
Metropolitan**

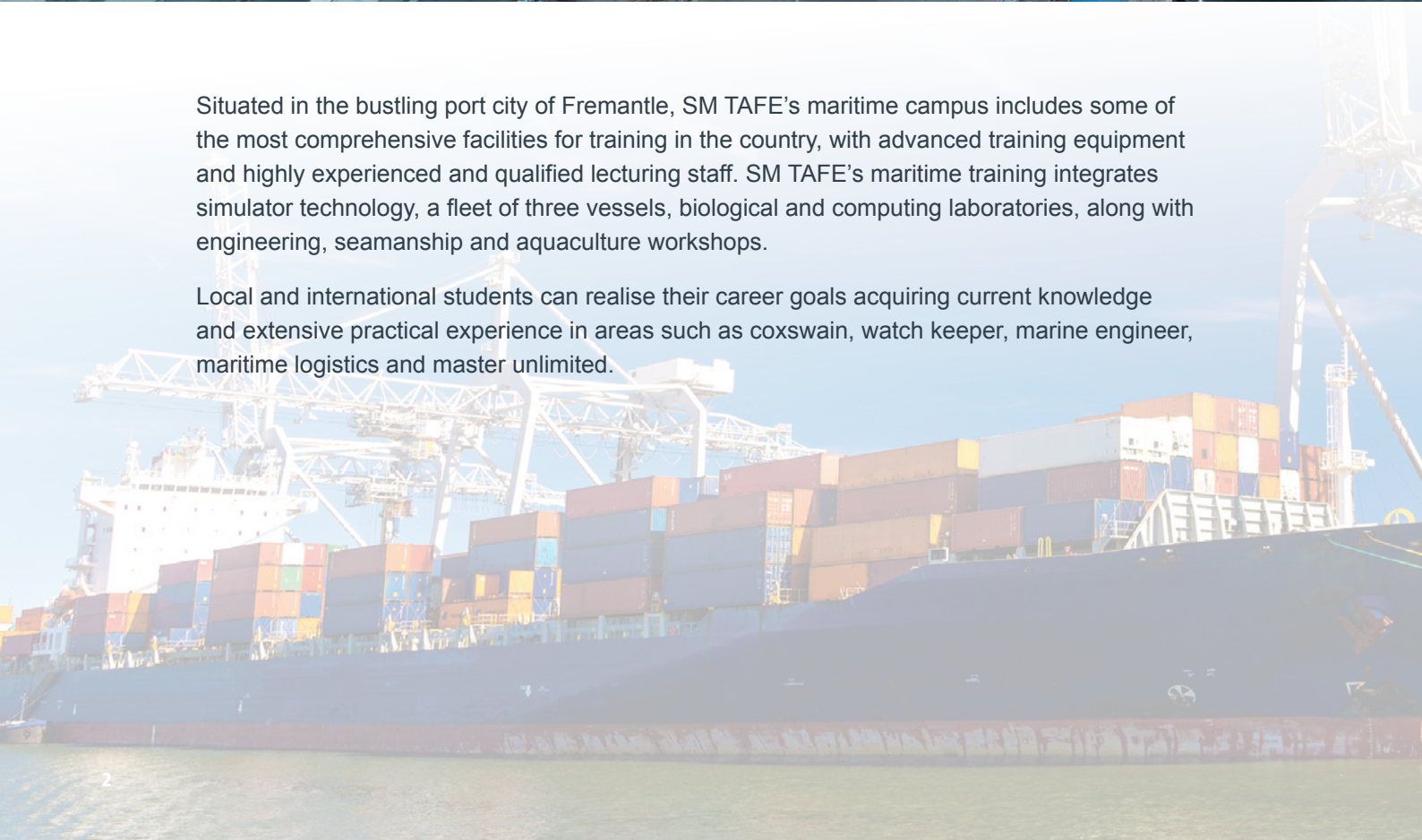
MARITIME TRAINING CAPABILITY STATEMENT

Western Australia's South Metropolitan TAFE (SM TAFE) has been providing internationally recognised maritime vocational training in both coastal and ocean seafaring for over twenty years. Flexible delivery options are offered in a range of short courses, skill sets, traineeships and qualifications from Certificate II to Advanced Diploma. By leveraging industry partnerships SM TAFE incorporates current practices and standards to meet the needs of the contemporary and global maritime industry as well as the oil and gas, shipbuilding and defence industry.



Situated in the bustling port city of Fremantle, SM TAFE's maritime campus includes some of the most comprehensive facilities for training in the country, with advanced training equipment and highly experienced and qualified lecturing staff. SM TAFE's maritime training integrates simulator technology, a fleet of three vessels, biological and computing laboratories, along with engineering, seamanship and aquaculture workshops.

Local and international students can realise their career goals acquiring current knowledge and extensive practical experience in areas such as coxswain, watch keeper, marine engineer, maritime logistics and master unlimited.





Areas of specialisation

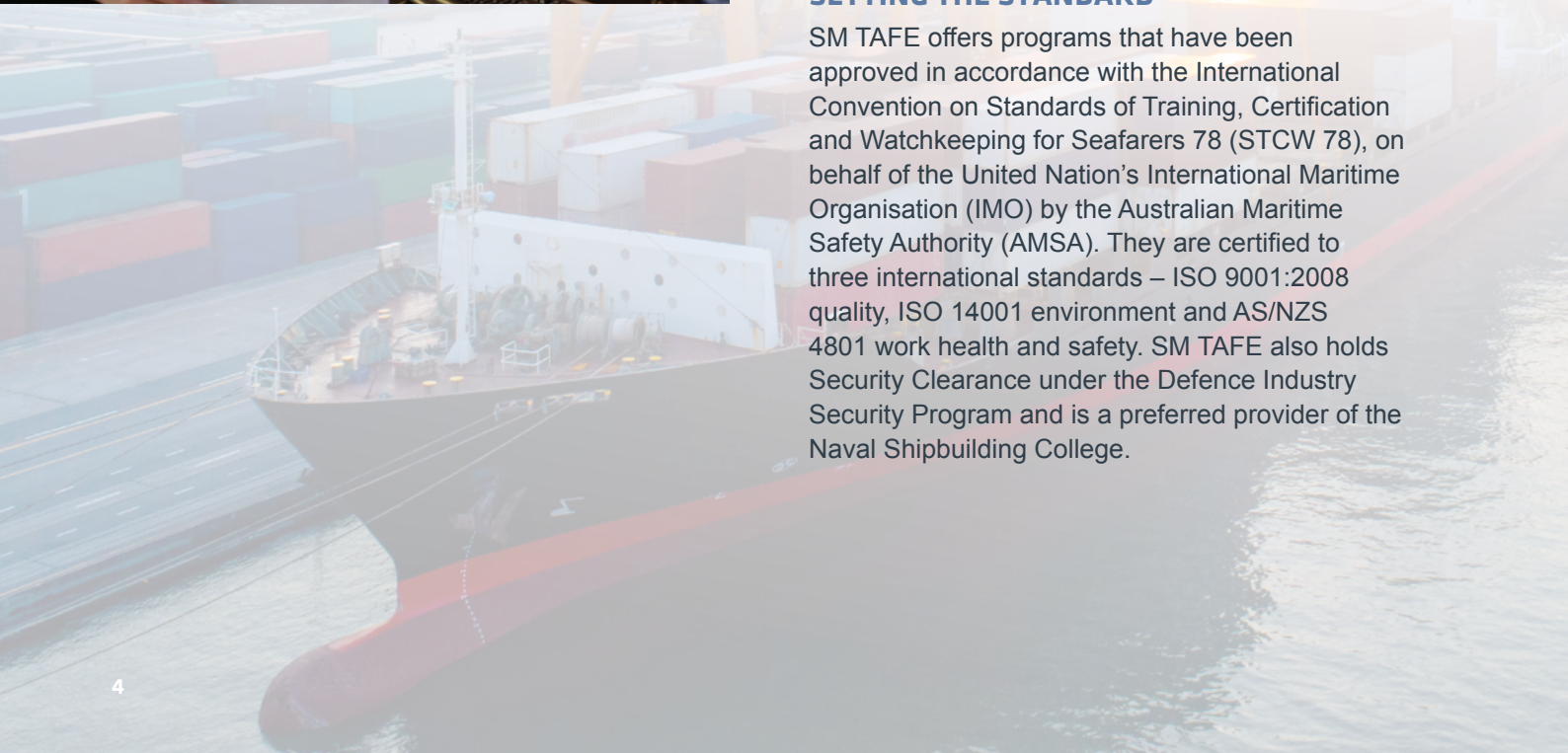
- OIL AND GAS CARGO MANAGEMENT
- SHIP BRIDGE MANAGEMENT
- PORT AND LOGISTICS MANAGEMENT
- PORT CONTROL AND PILOTAGE SYSTEMS
- MARITIME RESOURCE MANAGEMENT
- MARITIME SATELLITE COMMUNICATION ENDORSEMENT (SATCOM)
- MEDICAL CARE FOR SHIPMASTERS
- PORT AND OFFSHORE FACILITY SECURITY
- DYNAMIC POSITIONING
- MARITIME AND FISHING OPERATIONS.

World-class facilities

SM TAFE's ship and bridge simulator training suite is used in advanced maritime operations and engineering training such as navigation, cargo handling, vessel and engine room operations and maintenance. The simulators assist in training future shipmasters, officers and engineers. Using simulated port and ship databases, trainees acquire skills in navigating and operating in varied environments. The technology features the most advanced mathematical modelling and shipping databases in the world and the hardware replicates the current equipment installed on seagoing ships.

Setting the standard

SM TAFE offers programs that have been approved in accordance with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), on behalf of the International Maritime Organisation (IMO) by the Australian Maritime Safety Authority (AMSA).



Customised training solutions and consultancy

SM TAFE offers the following workforce capability and skilling solutions to industry, employers and individuals.

CONSULTANCY

SM TAFE provides services such as training needs analysis, professional development and customisation of training solutions.

VERIFICATION OF COMPETENCY (VoC)

VoC is an assessment of an employee's knowledge and skills in industry specific processes. The assessment may be undertaken onsite at the employee's place of work to minimise disruption to an organisation's productivity. VoC assists employers to deem their staff competent to perform certain work-related tasks.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL involves the assessment of an individual's relevant prior learning (including formal and informal learning) to determine how much of this prior learning may contribute to an individual's application for credit towards all or part of a qualification.

TWINNING PROGRAMS

Twinning programs allow students to undertake a part of their qualification with an established partner and complete the remainder of their study at SM TAFE.

SETTING THE STANDARD

SM TAFE offers programs that have been approved in accordance with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 78 (STCW 78), on behalf of the United Nation's International Maritime Organisation (IMO) by the Australian Maritime Safety Authority (AMSA). They are certified to three international standards – ISO 9001:2008 quality, ISO 14001 environment and AS/NZS 4801 work health and safety. SM TAFE also holds Security Clearance under the Defence Industry Security Program and is a preferred provider of the Naval Shipbuilding College.

Short courses and skill sets

Short courses and skill sets provide smaller, specific learning that may be stacked towards a qualification. These are scheduled regularly throughout the year or can be tailored for corporate groups, seafarers and organisations.

SKILL SETS

- Advanced Diving
- Follow Vessel Security Procedures
- Maintenance Planning, Scheduling and Coordination
- Manage Firefighting and Fire Prevention Activities on Board a Vessel
- Manage Provision of Medical Care on Board a Vessel
- Marine Radio Operator's VHF and HF
- Operate Survival Craft and Other Lifesaving Appliances
- Provide Medical First Aid on Board a Vessel
- Safety Training Certification
- Scuba Dive in Open Water to a Maximum Depth of 18 Metres
- Shipboard Safety
- Transmit and Receive Information by the Global Maritime Distress and Safety System
- Use an Electronic Chart Display and Information System to Navigate Safely
- Work Safety in Confined Spaces on a Vessel.

SHORT COURSES

- Advanced Training for Chemical Tanker Cargo Operations
- Advanced Training for Liquefied Gas Tanker Cargo Operations
- AMPA Coxswain External
- AMPA Master Under 24m External
- AMPA MEDII External
- Certificate of Safety Training (CoST)
- Dynamic Positioning
- Electronic Chart Display Information System (ECDIS)
- Elements of Shipboard Safety (ESS)
- Fire Prevention and Fire Fighting
- GMDSS Renewal
- GMDSS Revalidation
- Masters Revalidation Part A
- Masters Revalidation Part B
- Medical Care
- Proficiency in Survival Craft (PSC)
- Security Awareness
- Senior First Aid
- Tanker Familiarisation (Liquefied Gas Tanker)
- Tanker Familiarisation (Oil and Chemical).

As well as short courses, we can customise training to meet the specific training requirements and needs of seafarers and organisations.

Please note:

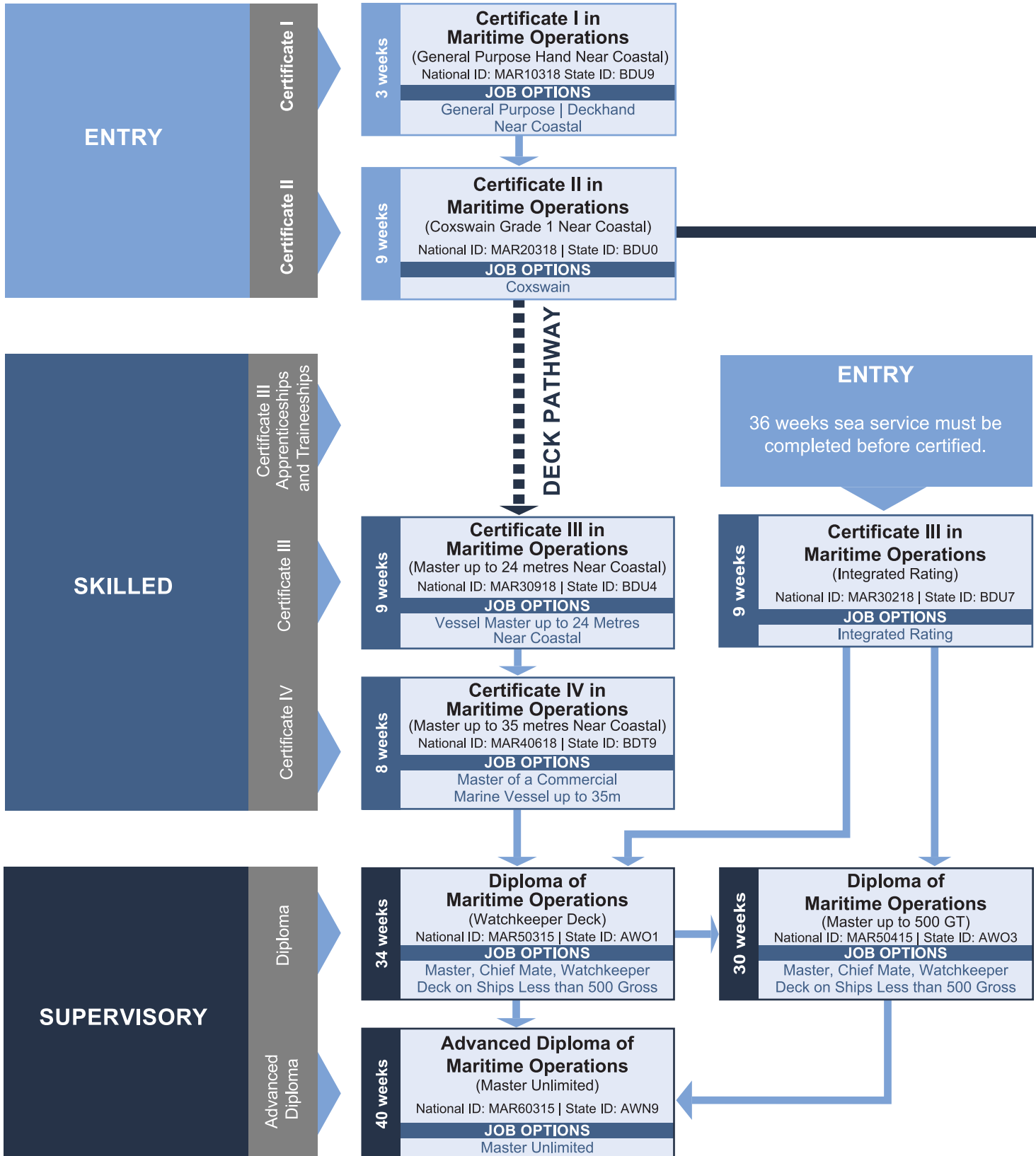
The enrolment pathways and content of these programs will vary to meet the requirements of the Australian Maritime Safety Authority (AMSA).



CAREER PATHWAYS

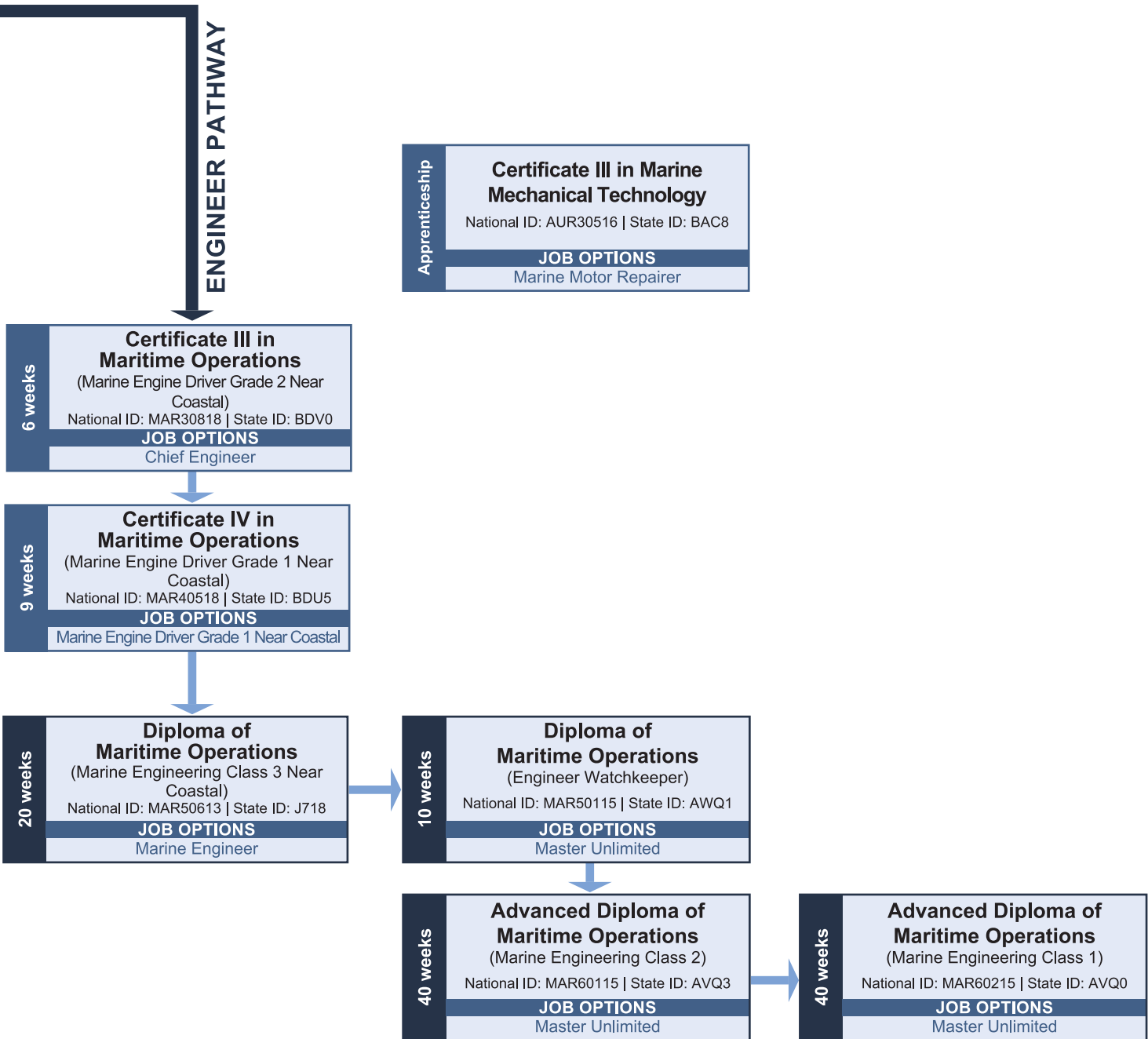
MARITIME OPERATIONS AND ENGINEERING

This is an example of the maritime operations and engineering career pathway options with job outcomes at each qualification level.





ENGINEER PATHWAY



Please visit the Australian Maritime Safety Authority (AMSA) website for details regarding required sea service and course certification requirements.
<https://www.amsa.gov.au/qualifications-training>

UNIVERSITY ARTICULATION

BACHELOR OF APPLIED SCIENCE (NAUTICAL SCIENCE)



AMC's Bachelor of Applied Science (Nautical Science) is usually a minimum 4.5 years. The 'Conversion' pathway outlined below provides an opportunity for Australian and International Ship Officers to convert their existing professional and academic qualifications to a Bachelor of Applied Science (Nautical Science) in 12 – 24 months depending on preferred study load.

South Metropolitan TAFE students who have completed the Advanced Diploma of Maritime Operations (Master Unlimited) can follow the 'Conversion' pathway and significantly reduce their time and expense to obtain the Bachelor of Applied Science (Nautical Science).

CONVERSION PATHWAY

To be eligible students must have completed

- STCW Management level (Master Class 1 / STCW A-II/2) studies and;
- Hold a Master Class 1, Chief Mate or Watchkeeper Deck Certificate of Competency.

Eligible students will need to complete six units as listed below, consisting of two compulsory units and four elective units.

Delivery is flexible. International and domestic students can choose to complete via distance study or attend Launceston campus to complete any of their chosen units.

UNIT CODE	UNIT NAME	UNIT LOAD	SEMESTER	LOCATION
TWO COMPULSORY UNITS				
JND307	Human Factors and Risk Management in the Maritime Industry	12.50%	S1	Launceston/online
JNB359	Transport Research Project	12.50%	S2	Launceston/online
UNIT CODE	ELECTIVES	UNIT LOAD	SEMESTER	
CHOOSE FOUR FROM THE FOLLOWING ELECTIVES				
JNB225	Transport Research Project	12.50%	S1	Launceston/online
JNB364	International Freight Management	12.50%	S1	Launceston/online
JNB357	Global Procurement	12.50%	S1	Launceston/online
JNB330	Supply Chain Management	12.50%	S2	Launceston/online
JNB204	Port and Terminal Management	12.50%	S2	Launceston/online
JNB258	Warehousing and Distribution	12.50%	S2	Launceston/online

South Metropolitan TAFE

Maritime Training



South
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