
STCW Basic Training Student Handbook



Welcome STCW student,

The Fire and Emergency Training Solutions Ltd training team would like to welcome you to your ***Standards of Training, Certification and Watchkeeping for Seafarers (STCW)*** basic training week. We are looking forward to meeting you when you join our course and hope that we can assist you in the start of your maritime career.

The maritime industry takes ship safety very seriously and as such we approach your training with the same emphasis on professionalism. This is not an attendance only course and requires you to complete all aspects of the training to the required level. To assist making the training process smoother for all concerned we have put together some information that will be of value to you.

Any seafarer employed or engaged in any capacity on board ship must, before being assigned any shipboard duties, receive appropriate approved basic training or instruction in:

- Elementary First Aid (EFA-1 ½ days)
- Fire Prevention and Fire Fighting (FPFF-2 ½ days)
- Personal Safety and Social Responsibility (PSSR-1 day)
- Personal Survival Techniques (PST-2 days)

Those who are responsible for providing direct service to passengers in passenger spaces must complete additional training in:

- Crowd Management Training (RoRo ferries and passenger vessels) (CMT-1 day)

Course entry requirements:

- A fully completed and signed enrolment form.
- Proof of identity - e.g. passport, driver license etc.
- A copy of a current seafarer's medical certificate or a completed FETS medical form.

Please find enclosed:

- General course information
- Assessment information
- Map to venue
- Enrolment form.

By reading this document and signing the enrolment form you are agreeing to abide by all of the FETS policies and requirements.

Once again we look forward to meeting you and if there are any further questions then feel free to contact one of the FETS team on the numbers contained in the following information.

Sincerely



Sandy McPake
CEO

General Course Information

Getting the Most out of Training

As adults FETS believes you will have a significant role in your learning. While our instructors and material provide information, it is your attitude and willingness to learn that is critical to the success of the course. Our training is interactive. We will give you every opportunity to own your learning through exercises, work group activities and tasks.

Student Code of Conduct

FETS has an expectation that you will maintain a high standard of conduct during your training with us. To this end we have listed our expectations of you below:

- Respect the rights and property of others.
- Speak respectfully to others at all times.
- Ensure that all personal information you provide is accurate.
- Behave in a way that contributes to the Health and Safety of yourself and others.
- Contribute proactively to the learning environment for yourself and others.
- Arrive at least 10 minutes before start and attend for the full duration of the course.
- Dress appropriately for training and comply with all Personal Protective Equipment (PEE) required.
- Follow instructions given by the training staff promptly and to the best of your ability.

Students can expect Instructors to...

- Provide safe learning conditions and respect the rights of students; refraining from any form of harassment, disruptive, offensive or inconsiderate behaviour or language.
- Respect the learning styles of students.
- Present lessons in a non-sexist, culturally safe and unbiased manner.
- Select, assess and evaluate students in a fair, unbiased and educationally sound manner.
- Respect the cultural and ethnic backgrounds of students.
- Maintain student confidentiality.

Attendance

Attendance is required for the **full duration of all components** of the course. We will do all in our power to assist you in completing all aspects of the training but if missed areas cannot be made up then we will be unable to issue a certificate.

Start times

Due to the nature and quantity of material to be covered, punctuality is the key during the week. You will be advised of start times by the course manager or instructor and are usually 8.00 or 8.30am each day regardless of who is seated. Please contact the course administrator if you should be running late on any given day.

Finish times

At the discretion of the instructors, depending on completion of the required syllabus. Estimated finish time is between 1630 to 1730hrs. We strongly recommend that you do not make any appointments/arrangements for these times as we cannot guarantee the finish time. If you have a long standing appointment that cannot be shifted (e.g. a specialist doctor's appointment) then let us know as early as possible.

Breaks

Breaks will be taken at the discretion of the instructor and will normally consist of morning tea, lunch and afternoon tea.

Meals

Morning tea, afternoon tea and lunch may be provided depending on the course.

Should you have any particular requirements with regards to meals please advise FETS office ASAP (e.g. Vegetarian meals) as we can accommodate your needs

Travel

For those who may be traveling by train there is station not far from the training venue (FETS office) and Trentham Racecourse. (Map attached)

For those traveling by car there is parking at the FETS office and Trentham Racecourse.

Clothing, Hair and Jewellery

You will be moving around during practical scenarios so you will need to dress appropriately for that type of training, i.e. sensible comfortable clothing with closed in footwear. PPE such as overalls, firefighting kit, gloves, boots etc. will be supplied for the fire-fighting components.

There is a pool session where you will be advised of swimwear and clothing that may worn.

We request those with long hair bring with them a means of holding it up during practical evolutions and there are components of the training where we require you to remove jewellery i.e. ear rings, bangles, rings, tongue studs etc. This is done as a safety measure but should it be an issue for you please discuss with the instructor.

Mobile phones

Mobiles are to be switched off during training. If you need to take or make an urgent call please let the Instructor know ahead of time. Similarly all other sound devices must be turned off and air buds/head phones removed.

Illness injury or accidents

If you are, or become, ill or injured before or during the course notify your instructor immediately. The instructor will determine if you are fit enough to continue and/or not disrupt the training. You may not be allowed to take part in practical evolutions which may hinder you from successfully completing the course. Your instructor will discuss options with you and, if necessary, your employer.

Emergencies

Should an emergency occur take any immediate action necessary if the instructor is not nearby. At all other times follow the instructor's instructions.

Smoking policy

We must abide by the venues smoking policy and therefore there is no smoking in the buildings. Smoking must be conducted outside; if the weather is inclement we will arrange an alternative area.

Assessment Information

Academic Information

Fire and Emergency Training Solutions acknowledges and supports the concepts of recognition prior learning (RPL) and credit transfer. FETS recognises that learning can take place outside of formal programmes or course leading to qualifications.

Training and Assessment Philosophy

FETS will always strive to provide training which is at the recognised industry standard. This standard may exceed the IMO (International Maritime Organisation) model course requirements. Assessment will be to the industry standard.

Assessment Procedures

Theory and practical learning objectives are detailed at the beginning of each course and assessment is conducted throughout the course. Candidates must achieve the evidence requirements for STCW as published by the IMO and approved by Maritime NZ. Assessment is competency based according to tables published within the STCW convention and STCW code manual (and subsequent amendments) if you require assistance with reading or writing please approach the Instructor at the beginning of the course.

Each STCW component MUST be attended in full and all required performances must be met to be issued a certificate.

Reassessment

You are entitled to reassessment. Reassessments may take place within the duration of the full course or may require attendance on another STCW course. Options will be discussed between you, ourselves and your employer as to the best approach. This may incur additional cost.

Assessment Disputes (appeals)

In the event you have a concern about your assessment we ask, in the first instance, you talk with your instructor. The instructor will reassess you in consultation with the FETS management. If you are still not satisfied following the reassessment procedure please contact FETS office. FETS will determine if further training/assessment is appropriate or initiate external post assessment moderation with the technical advisory body within MNZ for a final decision.

Disciplinary Procedures

Where you have breached the Code of Conduct you will be spoken to by the Instructor. Continued disruption will result in you being asked to leave the course. If you are sponsored by an organisation a resolution will be sought between you and your immediate manager. In the event a satisfactory result cannot be achieved the participant will not be reinstated and no refund will be due. If you are an individual you may request to discuss the situation with the FETS Training Manager.

Complaints

If a candidate or company has a complaint in regard to the training this shall be made in writing to FETS (*complaint form available on request*). All complaints will be investigated and responded to immediately.

Numeracy and Literacy

All courses require reading and writing and, if writing is not a requirement for the particular course we can provide verbal assessment. We must be notified either by you or your employer if you need help with literacy and numeracy.

Results and Certificates

Your results will be entered into our data base and then submitted to your employer (if relevant) and/or MNZ. Certificates when issued will be sent direct to you or your employer.

The certificate cost is included in your course fee. If you lose your certificate and FETS is required to issue a new one a fee will be charged \$15 + GST per certificate.

Welfare and Guidance

Instructors will provide an environment not demeaning to any individual. Candidates are encouraged to approach the Instructor regarding support, guidance and cultural sensitivities. Some courses require physical fitness and wearing of PPE which can be stressful.

Privacy

FETS collects and stores information to comply with the requirements of the Tertiary Education Commission, New Zealand Qualifications Authority, Employers and Industry Training Organisations. The information is also used to select students for qualifications, to manage internal administrative processes and for internal reporting. Information about you may be supplied to and sought from other educational institutions for the purpose of verifying academic records. In addition, when required by statute FETS releases information to Government agencies such as the New Zealand police, Department of Justice, Department of Work and Income, the Accident Rehabilitation Compensation Corporation (ACC) and the NZ Immigration Service. After moderation FETS destroys all candidate assessments

MNZ approval

FETS is an approved provider by Maritime New Zealand for STCW incorporating the components of Personal Survival Techniques (PST), Fire Prevention and Fire Fighting (FPFF), Personal Safety and Social Responsibility (PSSR), Elementary First Aid (EFA), and Crowd Management (CMT) and relevant refreshers.

Financial Information

Individuals - a deposit is required by an Individual prior to the courses starting to secure your place, with full payment required by the last day of the course before you can be issued an STCW certificate.

We invoice organisations who have booked a group directly after the training is complete and therefore there are no fees at risk. Invoices are sent at the end of the training month to organisations and are due for payment on the 20th of the following month.

Additional Fees

Replacement of Certificate	\$15.00 + GST
Re assessment charges	Price on application

Cancellation Policy

If a course cannot proceed due to the Client cancelling the course we reserve the right to charge the following cancellation fees:

Up to 10 working days' notice	No charge
Up to five working days' notice	50% of course cost
Within three working days	Full charge

Student Loans

FETS course are ineligible for student loans

Venues (Maps are attached)

FETS (Training facility)
16 Nicolaus Street
Trentham
Upper Hutt

Trentham Racecourse
Racecourse Road
Upper Hutt

Pool
TBC

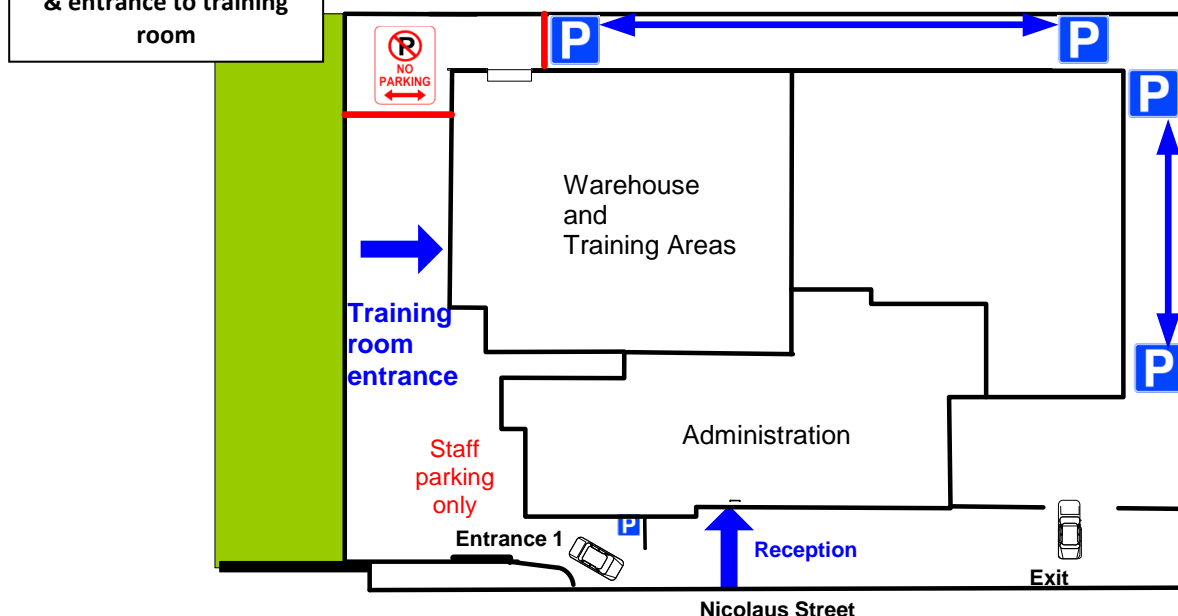
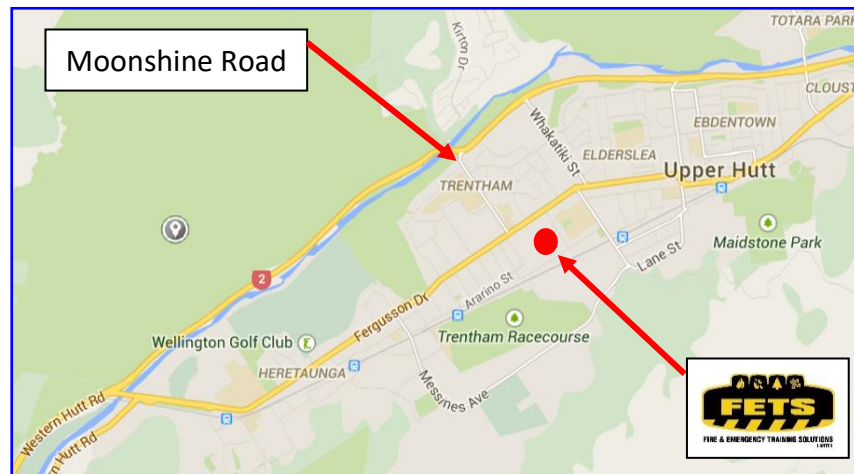
Contact Details

FETS Office Office 04 9392669 16 Nicolaus St Upper Hutt operations@fets.co.nz	Operations Manger Office 04 9392669 Mobile 0274578162 Email operations@fets.co.nz
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FETS: 16 Nicolaus Street, Trentham, Upper Hutt

From Wellington; State Highway 2 to Whakatiki Street turn off. This is signposted for Whitemans Valley, Wallaceville, Trentham and Heretaunga. At the end of Whakatiki St go right at roundabout. Go along Fergusson Drive then left into Nicolaus Street.

From the North, State Highway 2, turn left onto Moonshine Road (just before bridge), at the lights turn left then first right.



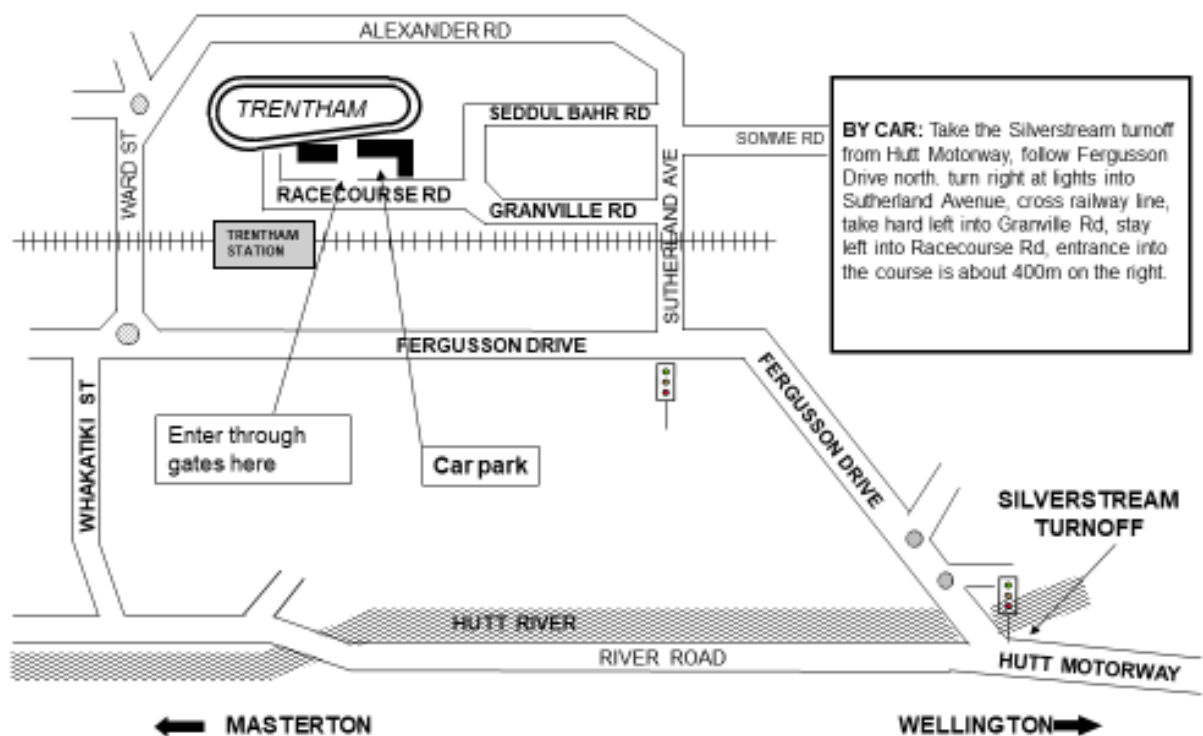
Parking

Entrance to the venue is through the gate to the left of the building. Parking is available at the rear of the building and continues round the far side of the building against the fence.

After parking always enter the building via the main entrance unless directed otherwise. **Be aware of pedestrians. Speed limit on the premises is 10 km ph.**

FETS Alternative Venue

TRENTHAM GARDENS (racecourse)– HOW TO FIND US



STCW Maritime Basic Training Course Enrolment Form



Welcome to Fire and Emergency Training Solutions Ltd (FETS) STCW training course.
Please read the instructions below carefully before you complete the enrolment form.

The purpose of this enrolment form is to get the information we need to enrol you into our STCW course. All information collected is treated with confidentiality.

Further information/clarification can be obtained from FETS by contacting us on 04 9392669 or Operations@fets.co.nz

Please complete the form by:

- Completing all sections of the form,
- Printing your answers clearly in pen.
- Signing the form.

Return the form ASAP to FETS via mail or scan and email to Operations@fets.co.nz

STUDENT PROFILE

Surname: _____ Birth Date: _____

First Name(s): _____

Preferred Name: _____

Mailing Address: _____

Email Address: _____

Your contact phone Number: _____

Emergency Contact Person: _____ Phone Number: _____

Gender (please circle) Male Female

Ethnicity (please circle) Maori, Pacifica, Asian, NZ European/European/Pakeha, Not specified

Disability/Medical condition/Illness: Components of the training are physically demanding in nature. Therefore we need to be aware of any impediments to you completing these components.

Do you live with the effects of any significant injury, long term medical condition, illness, or disability that may affect your ability to complete the training? Yes No

If yes please give brief details:

Water / Fire / Heights: Components of the training require the student to deal with real scenarios involving fire fighting, survival in water, righting an upturned liferaft and entering water from a height. It is a requirement to be able to swim a small distance and you must be able to stay afloat unaided for at least 60 seconds. If we know of any issues prior to the training we can work with you to overcome those problems and achieve a successful outcome.

Can you swim 25metres unaided? Yes No

Do you have any issues with being in or under water, working at height? Yes No

Working in darkness/small spaces, wearing a breathing apparatus mask, or dealing with fire? Yes No

If yes please give brief details:

Reading / Writing: The theory components of the training require the successful completion of written assessments. These assessments are not difficult and are designed simply to confirm understanding of the topic. To assist us in planning our training sessions we need to be aware of student's capabilities.

Do you have any issues with reading / writing or English as second language? Yes No

If yes please give brief details:

Privacy - FETS collects and stores information from this form to comply with the requirements of the Ministry of Education, NZ Qualifications Authority, and Maritime NZ. The information is also used to manage internal administrative processes and for internal reporting. Information about students about students may be supplied to, and sought from, other educational institutions for the purposes of verifying academic records.

In signing this enrolment form you authorise such disclosure on the understanding that FETS will observe the general conditions governing the release of information, as set out in the Privacy Act 1993. You may see any information held about you and amend any errors in that information. To do so contact the FETS administration officer.

Fees - This section applies to those who are independent students only (not those whose fees are being paid for by their employer). In signing this enrolment form you undertake to pay all fees when due and to meet any late fees collection charges and associated debt recovery.

Rules - In signing this enrolment form you undertake to comply with all rules and policies of FETS with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.

Declaration – I declare that to the best of my knowledge all the information supplied on this enrolment form is true and complete, I agree to abide by the conditions described above and I consent to the disclosure of personal information as described above.

Student Signature: _____

Date: _____

Office use only

Enrolment form received

____/____/____