



# Student Handbook

VOCATIONAL EDUCATION  
AND TRAINING 2024





**ECA Maritime College is committed  
to delivering a high quality training  
experience**





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# INTRODUCTION

## Welcome to ECA Maritime

ECA Maritime College has been delivering training to mariners for the past 17 years. I started the college to offer the mariners choice. When I worked in the industry, the choices were minimal; there was no mapping from the MCA (International) qualifications to the Australian Ticketing system, and no flexible options were available.

Over the years, our team has assisted many international mariners in gaining their Australian Tickets without necessarily having to complete an entire course. Also, our students study how they want, whatever works for them to get them through their studies. We do not expect OUR students to fit into a square; we will work with you to develop a plan that suits you.

The ECA part of our name stands for e Campus Australia, for those who studied with us in the beginning only knew us as e-Campus Australia. When we moved to Brisbane, we changed our name to ECA Maritime College.

We have been working on our electronic campus for years in anticipation of offering a superior online alternative. Since COVID, we have had to make some necessary changes to survive the insanity in the world; we had to evolve or dissolve. Thankfully we had already started our market research in the electronic space and could offer our students their education in their own homes, offices, and boats.

We have developed our own Learning Management System, which has been updated and tweaked during the past few years, considering our student's feedback. We are proud of our end product and believe it is user-friendly and convenient for anyone to access. We service a broad span of industry groups, so we have developed to accommodate them all and feel confident in saying we can.

Our highly skilled graduates are in demand Australia-wide. Don't hesitate to contact us to discuss your employment needs so we can match you with one of our many clients looking for our graduates.

We look forward to welcoming you to our college and working with you through this process.

Kelly Harvie  
CEO  
ECA Maritime College



### Contact

[brisbane@ecamaritimecollege.edu.au](mailto:brisbane@ecamaritimecollege.edu.au)

Building 1 - 747 Lytton Road  
Murarrie QLD 4172

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# Introduction

This student handbook is designed to provide prospective students with information about the study options and services provided by ECA Maritime College.

**The first section** of the handbook will give information on the specific courses and provide details on course prerequisites and requirements to receive your certificate. This section will include information from AMSA, including qualifying sea service, eyesight test, medical fitness, and the template for a Commonwealth Statutory Declaration.

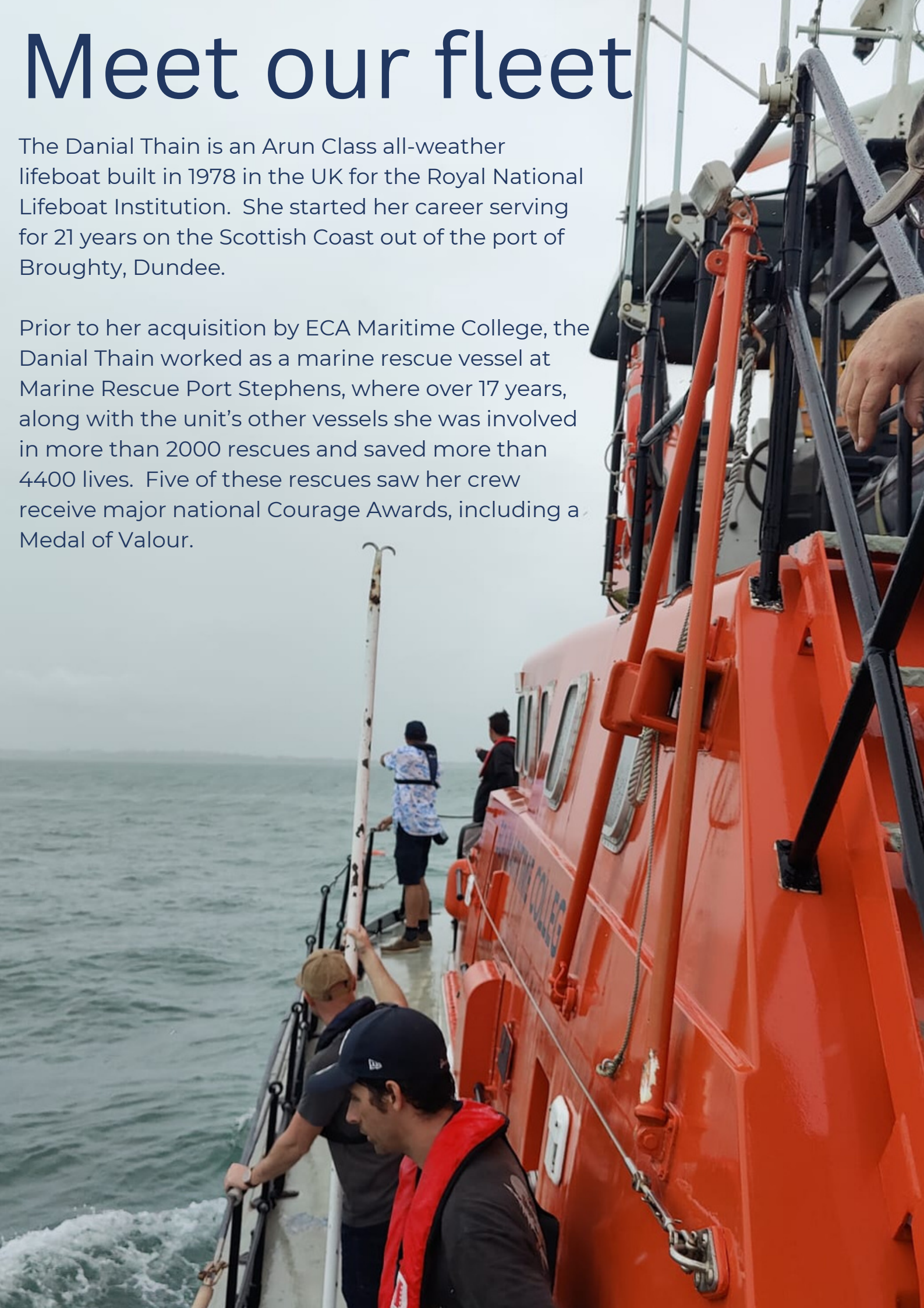
**The second section** of the handbook will give information about being a student, your rights, and responsibilities, as well as information on RPL, payment expectations, refunds, etc.



# Meet our fleet

The Danial Thain is an Arun Class all-weather lifeboat built in 1978 in the UK for the Royal National Lifeboat Institution. She started her career serving for 21 years on the Scottish Coast out of the port of Broughty, Dundee.

Prior to her acquisition by ECA Maritime College, the Danial Thain worked as a marine rescue vessel at Marine Rescue Port Stephens, where over 17 years, along with the unit's other vessels she was involved in more than 2000 rescues and saved more than 4400 lives. Five of these rescues saw her crew receive major national Courage Awards, including a Medal of Valour.





# Danial Thain



With an overall length of 52 feet and weighing 32 tons, she is powered by two 460 HP diesel engines and fitted with various sophisticated electronics. These include a FLIR Thermal Imaging camera, a Radio Directional Finder, several GPS plotters, Radar Controls in 2 stations, and duplicated VHF and HF radios. Specially built to operate as a rescue vessel in the harsh environment of the North Sea, the Daniel Thain is one of the best-equipped and safest training vessels. She is self-righting and constructed with many watertight compartments, which makes her ideal for teaching purposes.

She is currently used as a training vessel in all courses offered by ECA Maritime College. Students enrolled in engineering courses also have access to the vessel's very well-equipped and laid-out engine room and engineering workshop. The Daniel Thain is also used for the activities and assessments required for the college's Masters's courses.

*"The vessel has come a long way since it started operating as a marine rescue vessel in the UK, and ECA College staff have done an exemplary job in maintaining the vessel's new and original equipment to highlight the vessel's history and show trainees some of the equipment used by mariners of the past." Thom Magnusson - Maritime Survey Australia*

A goal of ECA Maritime College is to be able to give students the opportunity of working on live projects such as surveying work, fast crew boat and port support vessel activities. For more information regarding ECA Maritime College courses, please visit [www.ecamaritimecollege.edu.au](http://www.ecamaritimecollege.edu.au).



# Osprey

The Osprey is a 5.7m powered Catamaran - Collared vessel / Rigid inflatable boat (RIB). She is under a 2D survey, 1 crew+ 6 pax. She has been a part of our team for the past 4 years and has been involved with all our Coxswain students completing their practical assessments.



## **IMPORTANT NOTICE: COVID-19 AND PRACTICAL ASSESSMENTS**

Certificates in the Maritime Training Package require practical assessments to be completed as part of the curriculum.

As a part of our Registered Training Organisation registration, we must meet all the standards per the Department of Education and Australian Maritime Safety Authority.

Therefore, we cannot complete any curriculum and issue any Certificates without these standards being met as per our registration; if we fail to conduct these assessments, we are operating outside of our registration and risk losing our accreditation. If we lose our accreditation, we will no longer be able to issue any Certification.

While we understand the frustration COVID is causing, please be assured that we are just as frustrated and work hard every day to accommodate our students. All students must attend our Brisbane campus to complete the practical assessments relating to their course(s) to meet the requirements posed to all RTOs.

Should the borders be closed when we have the practical assessment booked, a new time will be allocated. There is no exception for ANY student/s to bypass attending Brisbane to complete the practical assessment.

We can offer Students an extension to their Course should these closures cause delays in completion. However, this will be case-by-case and will not apply across the board.



# Section 1

## Deck Qualification

# Coxswain



# PRE-REQUISITES

Listed below are the *additional short courses* you will need to complete before issuing your full Certificate. These can be completed before or after your core course. If you have already completed these pre-requisite courses or need assistance enrolling, please contact student services at [brisbane@ecamaritimecollege.edu.au](mailto:brisbane@ecamaritimecollege.edu.au).

**Elements of Shipboard Safety** – We offer this 1-day short course after you have completed your theory online. Enroll in the theory component first and complete all your assignments and assessments and then book in for a practical day to complete your course. You are not able to attend without completing your theory component successfully.

**Senior First Aid** – We highly recommend St Johns Ambulance. You will learn from industry professionals and support one of the best not-for-profit First Aid providers in the country.

**Marine Radio Licence** - Most of our student's self-study for their Marine Radio; there are mock exams online and a free training resource available too. For Deck Courses ONLY

## PRICES for pre-requisites

Elements of Shipboard Safety: Classroom - \$650.00 – (Online theory to be completed before you can attend one day practical)

Marine Radio Exam ONLY - \$197 + GST

## HOW TO APPLY

To ensure you can enroll in the right course, we need to understand your preferences regarding where and how you want to work. Please phone (07) 3390 4443 or email [brisbane@ecamaritimecollege.edu.au](mailto:brisbane@ecamaritimecollege.edu.au) to arrange a pre-enrolment interview.

\*Please also ensure you have read and understood the 'Student Handbook' before submitting your enrolment application.



## RESOURCES REQUIRED

Compulsory resources available to purchase upon request

You can buy resources from ECA Maritime College if you'd like.

\*Prices are correct as of December 2022 but are subject to change without notice.

Australian Boating Manual - \$98.95

Chart 5011 Symbols and Abbreviations – \$105.00

Chart AUS 252 - \$35.00 - use for Coxswain Navigation Assignment and exam

Parallel Rulers

Dividers

Calculator – Scientific

Compass

Pen Paper

2B pencils

Eraser



Individual pricing may vary  
Approximate value \$300.00.

### Non-compulsory resources available to purchase upon request:

Chart Tubes - \$35.00 each

CD - Rules Master Pro 4 - \$110.00 each

Flip Cards - \$19.95 each:

- Lights and Shapes Rules of the road
- Flags Buoy Systems
- Sound/Light/Distress Meteorology Marine Radio

PLEASE ENSURE YOU HAVE THE REQUIRED RESOURCES

FOR YOUR COURSE – You will be unable to participate in your classroom activities if you are not prepared.

# MAR20321 - Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal) (Release 1)

## Qualification Description

This qualification applies to people working in the maritime industry seeking an Australian Maritime Safety Authority (AMSA) certificate of competency to command and operate the engines of a vessel:

- <12 m in length with propulsion power that is unlimited for an outboard engine or <500 kW for an inboard engine that is, in inshore waters or designated waters

or

- as a tender or auxiliary vessel within 3 nautical miles (nm) of a parent vessel within the exclusive economic zone (EEZ).
- Licensing/Regulatory Information

This qualification is required to obtain an AMSA certificate of competency as a Coxswain Grade 1 NC as defined in the National Standard for Commercial Vessels (NSCV) Part D.

## AMSA certification will require:

- achieving MAR20321 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)
- a Marine Radio Operator VHF Certificate of Proficiency

sea service consisting of:

- 30 days qualifying sea service and a completed AMSA-approved task book;

or

- 240 days qualifying sea service
- meeting the medical and eyesight requirements specified in the NSCV Part D and
- assessment by an AMSA-approved assessor using the AMSA-mandated practical assessment (AMPA) conducted on a commercial vessel  $\geq 5.0$  m in length.

HLTAID011	Provide First Aid
MARF027	Apply basic survival skills in the event of vessel abandonment
MARF028	Follow procedures to minimise and fight fires on board a vessel
MARF029	Meet work health and safety requirements
MARF030	Survive at sea using survival craft
MARC038	Operate main propulsion unit and auxiliary systems
MARC037	Operate inboard and outboard motors
MARB027	Perform basic servicing and maintenance of main propulsion unit and auxiliary systems
MARH013	Plan and navigate a passage for a vessel up to 12 metres
MARI003	Comply with regulations to ensure safe operation of a vessel up to 12 metres
MARJ006	Follow environmental work practices
MARK007	Handle a vessel up to 12 metres
MARN008	Apply seamanship skills aboard a vessel up to 12 metres



MAR10418 - Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal) (Release 1)

Qualification Description

This qualification applies to people working in the maritime industry seeking an Australian Maritime Safety Authority (AMSA) certificate of competency to:

- command and operate the engines of a vessel:
  - <12 m in length
  - with propulsion power that is unlimited for an outboard engine or <100 kW for an inboard engine
  - that is not carrying passengers
  - that is in sheltered waters or within 5 nautical miles (nm) from point of departure, shore base or aquaculture lease
- command and operate the engines of a vessel:
  - as a tender or auxiliary vessel within 3 nm of a parent vessel within the exclusive economic zone (EEZ)
  - with propulsion power that is unlimited for an outboard engine or <100 kW for an inboard engine
  - that is not carrying passengers.

Licensing/Regulatory Information

This qualification is required to obtain an AMSA certificate of competency as a Coxswain Grade 2 NC as defined in the National Standard for Commercial Vessels (NSCV) Part D.

AMSA certification will require:

- achieving MAR10418 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal) sea service consisting of:
  - 7 days qualifying sea service and a completed AMSA approved task book
  - or

- 60 days qualifying sea service
- meeting the medical and eyesight requirements specified in the NSCV Part D and
- assessment by an AMSA approved assessor using the AMSA mandated practical assessment (AMPA) conducted on a vessel ≥5.0 m in length.

MARC037	Operate inboard and outboard motors
MARF028	Follow procedures to minimise and fight fires on board a vessel
MARF029	Meet work health and safety requirements
MARF027	Apply basic survival skills in the event of vessel abandonment
MARI003	Comply with regulations to ensure safe operation of a vessel up to 12 metres
MARJ006	Follow environmental work practices
MARK007	Handle a vessel up to 12 metres
MARN008	Apply seamanship skills aboard a vessel up to 12 metres

Coxswain Grade 3 Near Coastal

- This certificate will allow you to:
- Command and operate the engines of a vessel less than 12 metres long with outboard engine propulsion less than 250 kW, or inboard engines less than 100 kilowatts
  - Carrying no more than 6 persons including crew and master
  - In daylight hours only, if carrying passengers
  - Operating within the following:
    - A marina
    - A mooring area in sight and communication of a marina
    - Inland waters
    - Smooth waters
    - Within 1 nautical mile of shore
    - Inside or within 1 nautical mile of an aquaculture lease or in waters approved for daily transit to and from an aquaculture lease
  - Command and operate the engines of a tender less than 12 metres long with outboard engine propulsion less than 250 kW, or inboard engines less than 100 kilowatts
  - In daylight hours only, if carrying passengers
  - Operating within either:
    - If you have completed the Maritime Training Package units: 3 nautical miles of a parent vessel within the exclusive economic zone and in line of sight of the parent vessel; or
    - If you hold a recreational boat licence, RYA Powerboat level 2 course or Australian Sailing Powerboat Handling course: 1 nautical mile of a parent vessel within the exclusive economic zone and in line of sight of the parent vessel

- This certificate will also allow you to:
- Command and operate the engines of a vessel less than 12 metres long with propulsion power for inboard or outboard engine of up to 500 kW
  - That is used only for towing people
  - In daylight hours only
  - In waters approved as a water ski area by a State or Territory authority.

Eligibility

To be eligible for a Coxswain grade 3 near coastal certificate you must:

- Be at least 16 years old on the certificate issue date
- Be able to speak and understand English, including written documents
- Be medically fit for the duties, including eyesight
- Gain any needed sea service
- Complete any needed on-water practical tasks
- Hold a recreational boat licence, issued by a State or Territory, or complete a training option listed under ‘new certificate’

For more information

Coxswain grade 3 near coastal is a domestic certificate of competency issued under Marine Order 505 (Certificates of competency — national law) 2022.

MARI003	Comply with regulations to ensure safe operation of a vessel up to 12 metres
MARK007	Handle a vessel up to 12 metres
MARN008	Apply seamanship skills aboard a vessel up to 12 metres



## DELIVERY METHOD / COURSE FEE

Virtual Classroom Delivery – these classes are completed via Zoom. You will need to have Zoom uploaded to your computer and have an internet connection, webcam, and microphone before the exam commences.

Virtual classes are run five days a week, Monday to Friday, with classes starting at 0800 and finishing at 1600, for two weeks.

While we have allocated course durations for our Virtual classes, depending on the group, it may be completed sooner.

It is your responsibility to complete your assignments during the course or once the course has finished should you not have time during the course.

If you cannot attend a scheduled session, you must advise us as soon as possible and arrange to catch up in your own time.

As part of the maritime training package curriculum, each course holds a Practical Assessment component, and students must attend our Brisbane Campus to complete this.

ALL students MUST complete the Practical assessment.

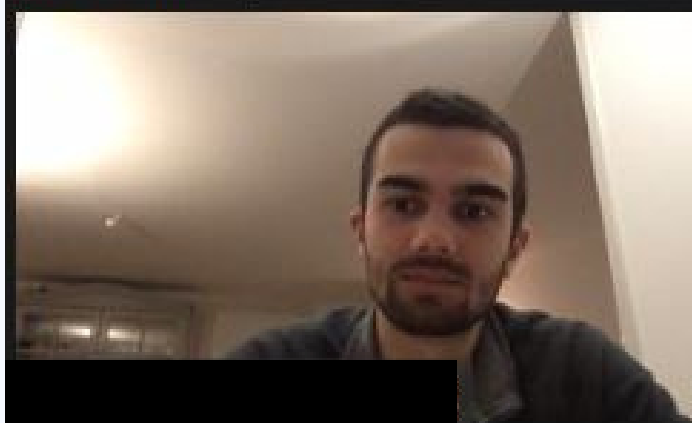
### Zoom Virtual Classroom Course fees -

Coxswain Grade 1 \$2950.00

Coxswain Grade 2 \$1950.00

Coxswain Grade 3 \$950.00

This includes a non-refundable deposit of \$1000.00\* (upon receiving training material - electronic or hard copy) to be paid upon enrolment. The remainder of the outstanding fees payable must be finalised seven days before the course start date.



## Remote / Flexible Delivery – Correspondence

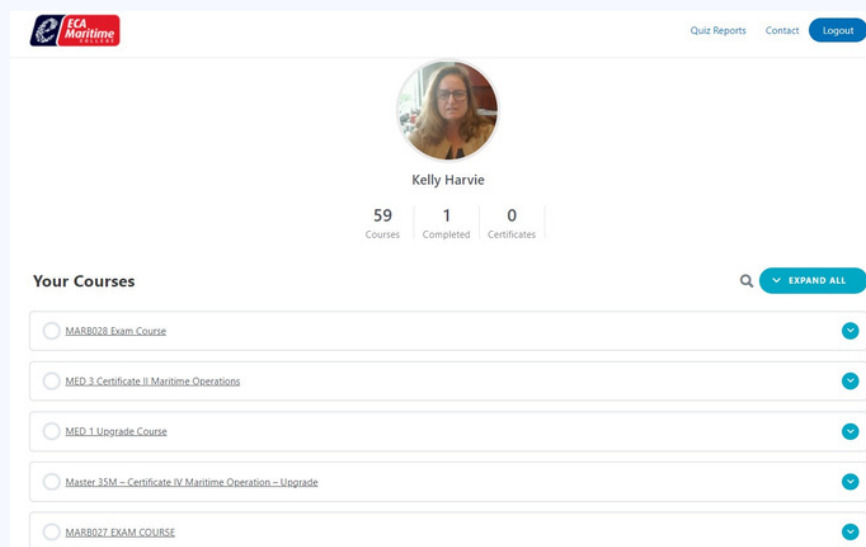
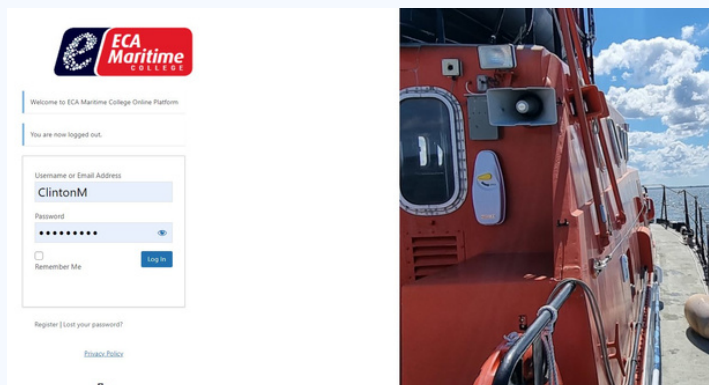
If you only have time to attend some classes, you can continue your study remotely and will have 12 months from your start date to complete it. You must have enrolled and paid your course deposit. You can then be given access to the student portal, which holds all the course content and assignments.

Your assignments are all completed through our Learning Management System. Your designated assessor will offer feedback through the same system.

Once Remote students have completed all their assignments, they need to contact [brisbane@ecamaritimecollege.edu.au](mailto:brisbane@ecamaritimecollege.edu.au) to organise a time to complete their written exams. All written exams must be completed before the Practical Assessment.

We can only issue a certificate with ALL curriculum components being satisfied; this includes the Practical Assessment.

ECA Maritime College offers the Practical Assessment and AMPA completion as a collaborative; however, students who choose not to complete their AMPA with us will still need to satisfy the Practical assessment component.



## Online Exams

Our exams are completed online via Zoom. You will need to have uploaded Zoom to your computer and have an internet connection, webcam, and microphone before the exam commences.

## Bookings Required

Exams are held three mornings a week, Tuesday, Wednesday, and Thursday, from 8.30 am - 12.30 pm for our remote and correspondent students. All the other students will have their exams during your class time.

If you need to book, please email with a minimum of 24 hours' notice the date, time, and Unit of Competency exam you wish to sit. We will endeavor to accommodate but there may also be times when we will offer you an alternative booking.

You will be emailed an “Online Exam Procedure” document when your first exam time has been booked.





# Section 2

Deck Qualification

General  
Information



## ENTRY REQUIREMENTS and HOW TO ENROL

Regulatory authorities have a minimum age requirement of 16 years before the assessment to meet licensing regulations within their jurisdiction. However, training may commence before this.

To make sure you have up-to-date information, you can visit the AMSA website for your needs.  
<http://www.amsa.gov.au/domestic/domestic-quals/>

### COURSE DEPOSITS – AS AT 1st January 2023

**ALL COURSES** will require a non-refundable deposit of \$1,000.00 plus any resources as required. This will need to be paid before you get your placement and receive your resource pack.

**VIRTUAL CLASSROOM STUDENTS** - A non-refundable deposit of \$1000.00 plus any resources required to be paid on enrolment, with the remainder of the fees to be paid in full before course commencement.

**REMOTE STUDENTS** – A non-refundable deposit of \$1000.00 plus any resources as required to be paid on enrolment, with the remaining fees payable in 5 monthly installments or as agreed upon enrolment.

**RPL** – requires a \$1000.00 application fee which will be deducted from your overall course fees once your training plan has been determined.

For total course fees, please look at the individual course section.

**Remote / Online Students** – Please note: We can assess anywhere in Australia. However, any assessments required to be undertaken offsite from our Brisbane campus will be provided with an **ASSESSMENT QUOTE**. This is to cover travel and accommodation costs of Assessors when necessary.

So that you know, any coursework submitted will remain unprocessed if your course fees are overdue. A late payment could cause your enrollment to be canceled and any outstanding fees sent to a debt collection agency.

I LIKE TO POINT OUT THAT ALL FEES must be COMPLETELY FINALISED before CERTIFICATION BEING ISSUED.

When you are ready to enrol go to <https://www.ecamaritimecollege.edu.au> ↓

**ECA Maritime College**

HOME COURSES CALENDAR Locations Enrol Now

**WE ARE OFTEN OFFSITE  
TO MAKE SURE WE ARE AVAILABLE  
PLEASE CALL TO ARRANGE AN APPOINTMENT**

PRACTICAL ASSESSMENT - STILL NEEDS TO BE COMPLETED FACE TO FACE.  
All enrolments, interviews, meetings, classes, and written exams are now online  
BOOKINGS ARE ESSENTIAL. PLEASE CALL US 07 3390 4443

Browse Marine Courses

## Competency-based training (CBT)

CBT training and assessment is a flexible form of training that aims to produce a workforce with the knowledge and skills that which industry requires.

The cornerstone of CBT is the competency standards in the Industry Training Package. The concept of competency focuses on what is expected of an employee in the workplace rather than on the learning process, and embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Competency is a broad concept that includes all aspects of work performance and narrow task skills. Vet courses are made up of multiple units of competency. Each unit of competency describes the skills and knowledge required in the workplace.

Students undertaking training and assessment receive a competent result when successful workplace performance is demonstrated.

Students may request access to personal records at any time. Requests to view personal records should be made in writing. ECA Maritime only permits access to records by students, student-authorised parties, and ECA staff. Our staff members need to access your records to update your training or assessment program, to record training is undertaken and assessment outcomes, qualifications, and related data, and to gather information for reporting purposes.





## Prior knowledge and/or skills

Recognition of qualifications issued by other Registered Training Organisations (RTOs) is usually for the purposes of entry into a qualification where another qualification or certain Statements of Attainment are a prerequisite to entry, or for part completion of a qualification based on Statements of Attainment for the units already held by the student. It is mandatory that RTOs accept the qualifications and Statements of Attainment issued by other RTOs.

Recognition of qualifications issued by other Registered Training Organisations does not require an RTO to recognise the qualifications/Statements of Attainment for any purposes other than training with that RTO, such as licensing or employment arrangements, e.g. industrial award classifications. Recognition of qualifications issued by another RTO does have a limited lifespan. If the qualification/Statement of Attainment is currently listed on training.gov.au and is still a component of a qualification that the student wishes to undertake, recognition of qualifications issued by another RTO must be given. This Policy does not apply if the qualification/Statement of Attainment held by the student has been superseded and is no longer on training.gov.au or is not the version required by the qualification into which the student wished to enrol.

In such situations, Recognition of Prior Learning would be the appropriate way to proceed.

## Recognition of Prior Learning (RPL)

RPL is the acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or module.

It can lead to a full qualification in the VET sector and available for all Units of Competency. The learning outcomes of each unit provide the RPL benchmarks.

Students may receive full recognition for the

competencies required

for a course or module.

Students requesting RPL must

first apply. The application will

require supporting

documentation and certificates (Certified Copies) that can then

be uploaded to be assessed.

There is a non-refundable

application fee of \$1000.

Once the RPL process has been

completed, applicants will be

notified promptly of the RPL

outcome.

## Credit transfer

NCVER define Credit Transfer as "the granting of status or credit by an institution or training organisation to students for modules (subjects) or units of competency completed at the same or another institution or training organisation." An applicant may already hold units of competence that can contribute toward a qualification delivered by ECA Maritime. Credit Transfer is the process that may result in recognition of the units of competence towards a qualification.

National and State regulators may place restrictions on accepting recognition for a unit of competence for licensing depending on the currency of competence and whether the provider who delivered the training and assessment is an approved provider.

If you wish to claim credit transfer prior to starting your course please send certified copies (NOT ORIGINALS) of qualification/statement of attainment that contain the unit of competence you wish to claim for credit transfer to

[brisbane@ecamaritimecollege.edu.au](mailto:brisbane@ecamaritimecollege.edu.au)

# Recognition of Experience and Education



## Assessment

Assessment means collecting evidence and making judgments on whether competency has been achieved to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET-accredited course. ECA recognises that assessment is a core service offered to our students and is at the center of our operation as a Registered Training Organisation. Quality assessment ensures that the skills and knowledge of candidates are assessed using four principal determinants:

- that assessment decisions are based on the assessment of skills and knowledge compared with units of competency drawn from nationally endorsed Training Packages or accredited courses
- that the target industry or enterprise requirements are contextualised and integrated within the assessment
- that evidence is gathered that meets the rules of evidence
- that assessment is conducted following the principles of assessment

## Practical Assessments

ALL students must have all assignments and exams completed before attending the Brisbane Campus for practical examinations. On successful completion, your paperwork is finalised to process your certification.

## Students who miss an assessment

Students who do not attend an assessment must negotiate with their course coordinator to reschedule. If the assessment is missed due to medical grounds, rescheduling options will be given on agreement between the course coordinator and the student and at the convenience of the organisation. Please discuss with the course coordinator regarding any rescheduled assessment.

## Student evidence collection - privacy

As a registered training organisation, ECA needs to see and collect a range of evidence to deem candidates competent. Sometimes, this requires the sighting of confidential student or company information.

ECA is bound by the Privacy Act 1998, and all records are secure and confidential wherever possible.

Suppose you have privacy concerns regarding your information or records. In that case, you should discuss these concerns with your course coordinator and find alternative sources of evidence to complete your course program.

## Assessment results

Students are notified of assessment results and provided feedback by their assessor. Please contact your course coordinator to discuss feedback options.







## AMSA MANDATED PRACTICAL ASSESSMENT FEES

As there are no longer Maritime Authority Orals for this license, we must complete an AMSA AMPA for all candidates. This is a two-day assessment fee of \$550.00 plus GST - This is ONLY Charged to you once the course is finalised and not before.

## AMSA CHECKLIST TO SUBMIT YOUR APPLICATION

The National Standard for Commercial Vessels (NSCV) Part D – Crew Competencies requires that students must pass a final Practical assessment (AMPA) in order to receive the necessary license from the Australian Maritime Safety Authority (AMSA).

The AMPA is conducted to ensure students have gained the correct and appropriate operational skills and knowledge, and knowledge of Australian Maritime Legislation; in correspondence with the course completed.

The initial Practical assessment is assessed by ECA Maritime College staff, and if satisfactory an application must be submitted to AMSA within 12 months from the date the AMPA Practical assessment was completed.

## SEA TIME

A part of our Delivery and Assessment Strategy requires you to provide your sea time application before certification.

Your Sea Time accumulation provides ECA Maritime College evidence of practical experience onboard a commercial vessel and is a substantial practical component of the D & A Strategy.

Without this information, you will need to complete a much larger practical component. You'll need to provide 50% of the minimum amount according to the ASMA Sea Time Requirement for the license you are applying for and pay the necessary practical day training fee for each day required. Sea time will also need to be provided for students to receive the final AMPA examination documentation.

As shown in the AMSA information provided below, the following sea time will be required as part of our Delivery and Assessment Strategy, as explained above.

If all certificate prerequisites are not received within twelve months of course completion, you must redo the repeated AMPA assessment to assess current competency.

**Disclaimer: Sea time requirements are subject to change. Students must check the AMSA sea time requirements before enrolment to ensure the correct sea time is acquired.**

For more information see Form 426 on the AMSA website





## Review of results and appeals

A record of Results is available on request from RTO administration by phone or email at [brisbane@ecamaritimecollege.edu.au](mailto:brisbane@ecamaritimecollege.edu.au).

Under the Standards for Registered Training Organisations 2015, it is required that assessment processes are valid, reliable, flexible, and fair. You can appeal the decision if unsatisfied with the assessment process or result. Please reach out to your course coordinator to talk about this.

## Student misconduct

Academic misconduct includes cheating, plagiarism, allowing another student to copy work for an assignment or an examination, and any other conduct by which a student:

- seeks to gain, for themselves or any other person, any academic advantage or advancement to which they or that other person are not entitled; or
- improperly disadvantages any other student

Students engaging in academic misconduct may be dealt with under the Student Misconduct Rules Policies and Guidelines Discipline. This can include the imposition of penalties ranging from Expulsion, Suspension .... Details of penalties that can be imposed are available in Student Misconduct Rules Policies and Guidelines; visit [ecampusaustralia.com.au](http://ecampusaustralia.com.au) for a full version.

## Issuing your qualification or Statement of Attainment

When issuing certification, ECA must:

- the issue promptly (AQF certification documentation must be issued within 30 calendar days of the student's final assessment being completed or their exiting their course, providing all fees have been paid and all pre-requisites have been received. This is so you can provide proof of your competence to employers (or potential employers) while processing your application to obtain your industry license.
- issue AQF certification documentation directly to the student, not to another party, such as an employer
- issue students who have completed all units or modules in qualification with a Certificate and a record of results
- issue a student who has completed one or more units/modules (but not a full qualification) and has finished their training with your RTO with a statement of attainment



## REFUND RULES, TRANSFER RULES

If the Campus cancels a program/subject before its commencement date, any fees paid by the student will be refunded in full.

If a student cancels their enrolment 15 days or more before the commencement of their course, they are entitled to a refund of fees paid - less a 15% administration fee of the total course fees.

If a student cancels their enrolment within 6 to 14 days before the commencement of their course, they are entitled to a refund of fees paid - less a 25% administration fee of the total course fees.

If a student cancels their enrolment within five days or less before the commencement of their course, no refund of fees paid will be given, and payment of the full course fee will still be required.

If students withdraw from an active course, they forfeit all fees paid and are still liable to pay the full course fee.

If a student cannot attend the course, an approved suitable delegate is welcome at no extra charge.

If a student cannot continue attending the course they have started due to health issues, requests for a refund will require a medical certificate. Cancellation and Administrative fees will apply and be deducted from any approved refund.

## HERE'S WHAT ECA HAS BEEN UP TO RECENTLY



## UNIQUE STUDENT IDENTIFIER

From 1 January 2015, RTOs are required to meet standard 3.6 of the Standards for Registered Training Organisations (RTOs) 2015, which relates to the implementation of the USI for all new and continuing students.

## IDENTITY CONFIRMATION

We are required to confirm your identification by the following: Driver's License  
Medicare Card

Australian Passport

Visa (with Non-Australian Passport) for International students Birth Certificate (Australian)

Certificate of Registration by Descent Citizenship Certificate

Immi Card

Please visit the USI Government website to register or for more information. [Click Here](#)

## ECA MARITIME ENROLMENT POLICY

Students must complete the ECA Maritime College online enrolment process and provide all relevant information (e.g. date of birth, proof of completed pre-requisite studies) prior to commencing a course or program.

In addition, a deposit of \$1000.00 must be paid in full with your first instalment as per the enrolment policy. Once your enrolment is processed, you will be provided with a student pack (training material), Enrolment Confirmation and your student login details. Once you have received your student pack (training material) or access to your student portal, there is NO Refund.