



Student Handbook

VOCATIONAL EDUCATION
AND TRAINING 2025



**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 a pivotal training hub for mariners for 18 years. Founded to expand the choices available in the maritime industry, our college initially addressed the gap between MCA (International) qualifications and the Australian ticketing system, offering more adaptable learning options.

Throughout the years, we've helped numerous international mariners secure Australian credentials, often without the need to complete full courses. At ECA, we tailor educational plans to fit each student's needs, rather than forcing them into a one-size-fits-all approach.

Originally known as e-Campus Australia, our journey began online. After relocating to Brisbane, we transitioned to ECA Maritime College. The advent of COVID-19 accelerated our move towards a fully-fledged electronic campus, allowing us to deliver education directly to homes, offices, and even boats.

Our own Learning Management System (LMS) reflects years of refinement based on student feedback. Today, it stands as a user-friendly platform that meets the diverse needs of various industry groups.

Our graduates are highly sought after across Australia. If you're looking to hire, don't hesitate to reach out. We can connect you with skilled graduates suited to your requirements.

We're excited to welcome you to ECA Maritime College and support you every step of the way in your maritime career journey.

Kelly Harvie
CEO
ECA Maritime College



Contact

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Introduction

Welcome to the ECA Maritime College Student Handbook.

This guide is tailored to offer prospective students a detailed overview of the study options and services available. It ensures you are well-prepared and informed of your requirements for completion.

Section 1: Course Information and Requirements

This section is dedicated to providing detailed descriptions of each course available at ECA Maritime College. Here, you will find essential information about course prerequisites and the requirements you must fulfill to earn your certification. This includes crucial AMSA guidelines on qualifying sea service, eyesight tests, medical fitness, and access to a template for the Commonwealth Statutory Declaration.

Section 2: Student Life and Administrative Information

Gain insights into what it means to be a student at ECA Maritime College. This section outlines your rights and responsibilities, giving you a clear understanding of what is expected from you and what you can expect from us. Additionally, it covers details on Recognition of Prior Learning (RPL), payment schedules, and our refund policy.

Student Testimonials

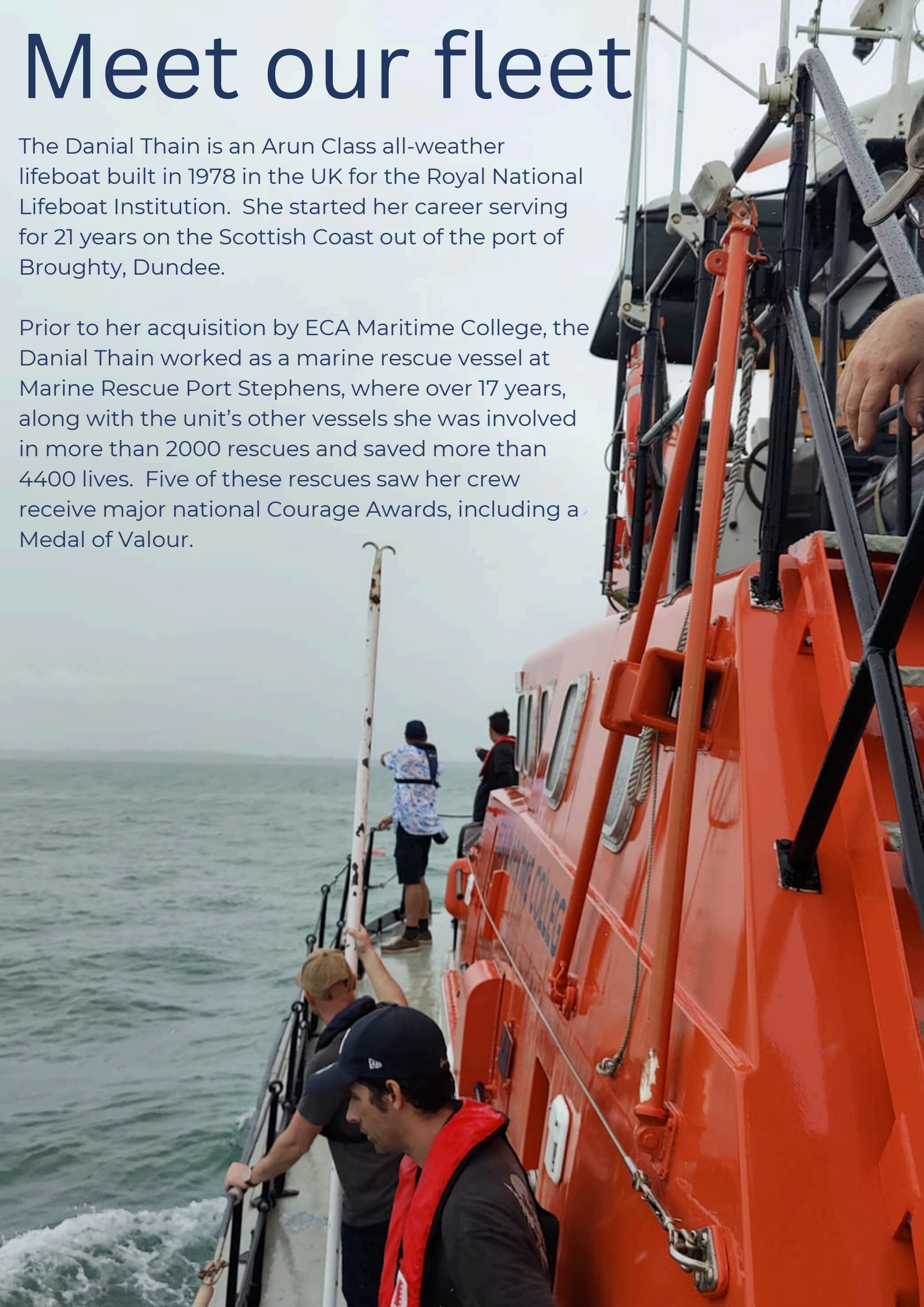
Hear directly from our students about their experiences at ECA Maritime College. This handbook segment features testimonials from past and current students, providing genuine perspectives and insights into our academic programs. These stories highlight the practical and supportive environment we pride ourselves on and serve as a valuable resource for prospective students considering joining our community.

This handbook is more than just a source of information—it's a comprehensive guide designed to assist you from the moment you consider studying with us through every step of your educational journey. Welcome aboard, and we look forward to helping you achieve your maritime career goals.

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.

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.



Section 1

Engineering
Qualification

MED 2



PRE-REQUISITES

1. **Elements of Shipboard Safety** – This crucial 1-day course is available after you complete the online theory component. It's important to enroll in the theory first, finish all assignments and assessments, and then schedule your practical day. Please note that attendance is not permitted without successful completion of the theory.

2. **Senior First Aid** – We strongly recommend St John Ambulance for this course. You'll benefit from industry experts while supporting one of the leading not-for-profit First Aid providers in the country.

3. **Sea Time** – Our Delivery and Assessment Strategy requires you to gain the necessary sea time to convert your qualification into a licence. This component ensures you have the practical skills vital for the licence you wish to obtain. Sea time documentation will be needed at enrollment and/or before certification.

Prerequisite Pricing:

- Elements of Shipboard Safety: Classroom - \$650.00 (Complete the online theory before attending the practical session.)

How to Apply:

To ensure you select the right course tailored to your career goals, we invite you to discuss your preferences with us. Please contact us at (07) 3390 4443 or email brisbane@ecamaritimecollege.edu.au to schedule your pre-enrollment interview.

Make sure to thoroughly read and understand the 'Student Handbook' before submitting your enrollment application. Your future starts here, and we're excited to help you take the next step!

PRICES for pre-requisites

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

HOW TO APPLY

To ensure you can enrol 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 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 - \$125.00

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.

Qualification description

This qualification applies to people working in the maritime industry seeking an Australian Maritime Safety Authority (AMSA) certificate of competency in the capacity of Marine Engine Driver Grade 2 Near Coastal.

Duties and Functions

Duties and functions for which AMSA certificate of competency is required are listed in the MAR Maritime Training Package Companion Volume Implementation Guide.

Licensing/Regulatory Information

This qualification is required to obtain an AMSA certification as a Marine Engine Driver Grade 2 Near Coastal as specified in Marine Order 505.

AMSA certification will require:

- achieving MAR30824 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal,
- qualifying sea service as specified in Marine Order 505,
- meeting the medical requirements specified in Marine Order 505 and
- having passed the final assessment as specified in Marine Order 505.

Seafarers seeking certification should check with AMSA.

Prerequisites

| | |
|-----------|--|
| MARF060 | Apply basic survival skills in the event of vessel abandonment |
| MARF028 | Follow procedures to minimise and fight fires on board |
| MARF029 | a vessel Meet work health and safety requirements |
| MARF030 | Survive at sea using survival craft |
| HLTAID011 | Provide first aid |

| | |
|------------|--|
| Core units | |
| BSBTWK201 | Work effectively with others |
| HLTAID011 | Provide First Aid |
| MARB031 | Maintain marine internal combustion engines, propulsion plant and auxiliary systems |
| MARB032 | Undertake basic maintenance of electrical systems |
| MARC033 | Complete engine room tasks |
| MARC034 | Maintain hull out of water |
| MARC035 | Operate and maintain extra low and low voltage electrical systems and equipment |
| MARC036 | Operate deck machinery |
| MARC039 | Operate marine internal combustion engines, and propulsion and auxiliary systems |
| MARC040 | Manage fuel systems |
| MARC041 | Operate and monitor marine internal combustion engines, propulsion plant and auxiliary systems |
| MARC042 | Operate electrical systems |
| 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 |
| MARF060 | Apply basic survival skills in the event of vessel abandonment |
| MARJ006 | Follow environmental work practices |

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 duration 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.

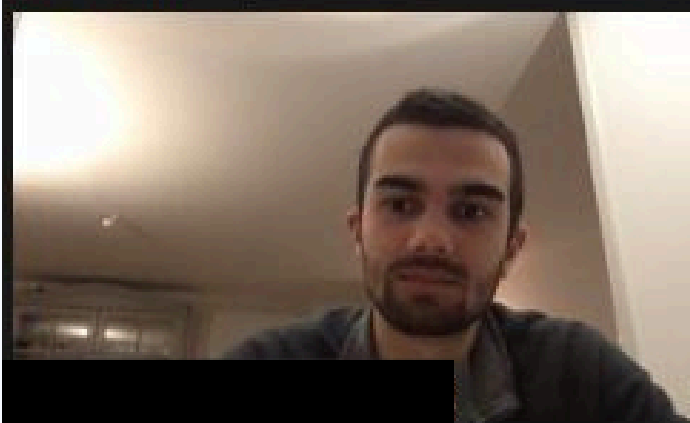
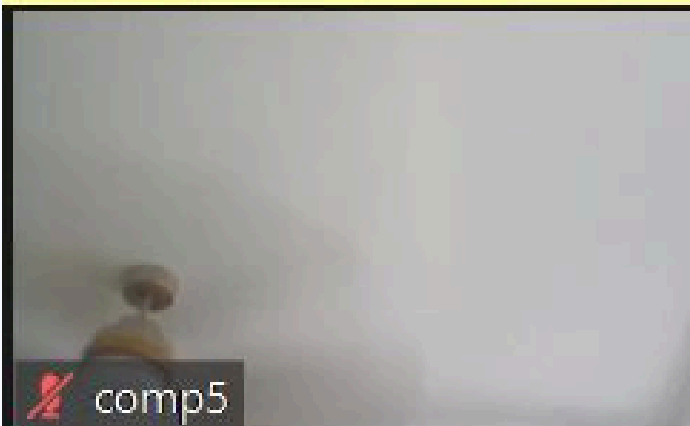
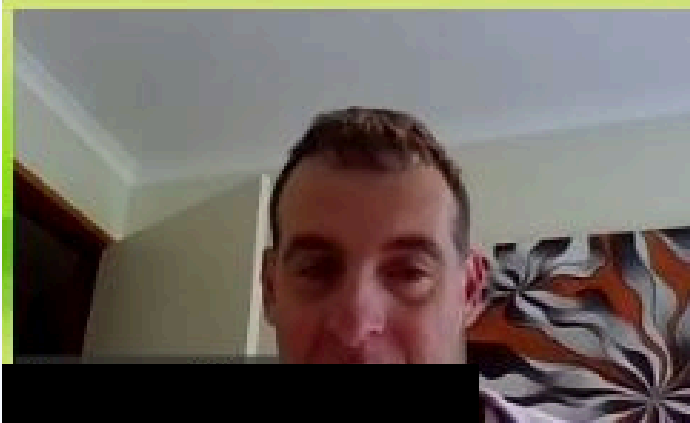
If you cannot attend a scheduled session, you must advise us as soon as possible and arrange to catch up in your own time.

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 fee - \$3500.00 + AMPA \$550 inc GST

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

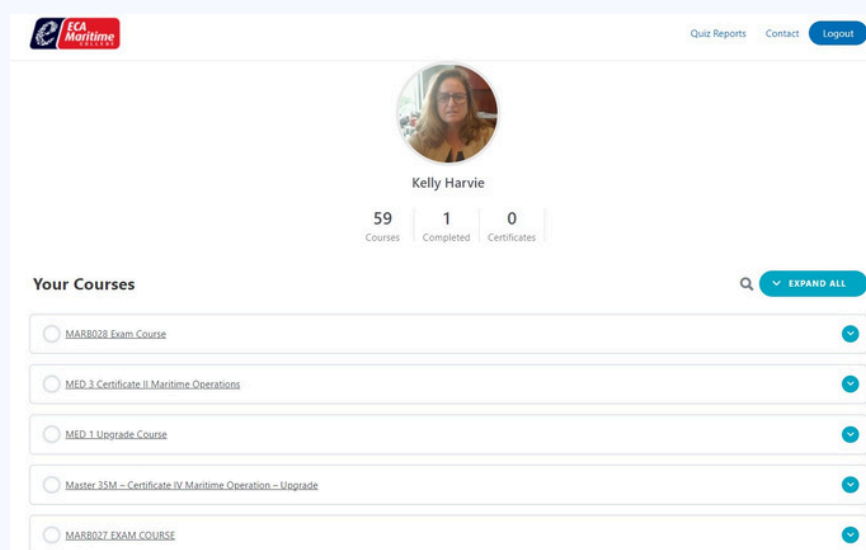
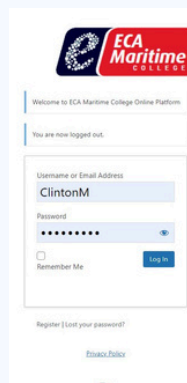
If you only have time to attend some classes, you can continue your study remotely and will have 12 months from your start date to complete it. You must have enrolled and paid your course deposit. You can then be given access to the student portal, which holds all the course content and assignments.

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 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.



Enrolment and Course Completion Procedures:

1. **Enrolment:** Students must Enrol via the website www.ecamaritimecollege.edu.au. Please make sure you'll be able to meet all course prerequisites before applying.
2. **Prerequisites:** If prerequisites still need to be added to enrolment, students must ensure these are completed before certification is issued. We will require all identification and documents to be attached during the Enrolment process.
3. **Sea Time:** All the required Sea Time as per AMSA will be required as a part of our Delivery and Assessment Strategy.
3. **Invoice and Deposit:** Upon processing the enrollment application, an invoice for a non-refundable deposit will be emailed. You must pay this deposit to proceed.
4. **Student Portal Access:** Access to the student portal is granted within 24 hours of receiving the deposit. Once you can access the portal, you are liable for the FULL COURSE fee per your enrolment.
5. **Course Material Access:** Students can log in to the student portal to access course materials and the theoretical components and start before class.
6. **Zoom Classes:** Information for Zoom classes will be emailed on the morning of class commencement. If students cannot attend, they must notify the trainer and reschedule. Students have 12 months from enrollment to complete the course.
7. **Exams and Assessments:** Exams are conducted during Zoom classes. Students must upload completed assessments to the portal for grading.
8. **Corrections and Feedback:** Trainers will leave comments directly on the portal if corrections are needed. Students are responsible for making corrections and ensuring assessments are marked at 100%. To expedite the process, students should email their assessor once they have submitted their feedback.
9. **Practical Component:** The practical component is conducted at the Brisbane campus. Students must attend as scheduled or arrange an alternative time.
10. **Payment:** All course fees, including a separate fee for the AMSA practical component, must be paid in full before certification.
11. **Certification:** A certificate of competence will be issued upon completing all subjects, providing all prerequisites, completing the practical assessment, and paying all fees.
12. **AMSA Licensing:** After receiving the certificate, students must apply to AMSA for licensing at www.amsa.gov.au/domestic/domestic-quals within 12 months of completing the practical. If this deadline is missed, a new practical must be undertaken at the student's expense.





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.



Australian Maritime Safety Authority

AMSA Mandated Practical Assessment

Coswinair Grade 1 NC

NAUI2012 Certificate 1 in Maritime Operations (Coswinair Grade 1 Near Coast)

Candidate name: _____

Candidate title: _____

Candidate signature _____ Date _____

ATO name _____

ATO number _____

(Vessel name(s)) _____

Candidate assessment result summary

The candidate has completed all components of the relevant Maritime Training Package, including the practical assessment and has been deemed competent.

Assessor name and number _____

Assessor signature _____ Date _____

Assessor comments _____

Candidate instructions:

- Read the assessment and workplace health and safety (WH&S) occupational health and safety (OHS) requirements and comply with vessel safety management system.
- Read the assessment and WH&S and OHS requirements and ensure you understand the requirements.
- Complete the practical tasks below using vessel documentation as required.
- Write the practical tasks, answer all questions, as directed by the assessor.

Assessor requirements

The assessor of the AMPA must be approved by AMSA in accordance with the Administrative arrangements for the approval of registered training organisations as that assessor (AMSA 135).

Vessel/assessment requirements

The vessel/practical assessment must be carried out on board a vessel (if in length that is appropriate to the certificate of competency being assessed and which is fitted and equipped to a standard sufficient to allow the candidate to safely conduct the assessment tasks).

[illegible]

For more information see Form 426 on the AMSA website

Section 2

Engineer 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

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.





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.

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 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.

Once materials are provided to a student there is no refund on the deposit paid.

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.

TESTIMONIALS

Testimonials

John Conaghan – 1st May 2024



I recently had the pleasure of engaging with ECA Maritime College, and I cannot sing their praises enough! From start to finish, my experience was exceptional.

Kelly, one of their stellar staff members, truly stood out. Her expertise in the maritime industry is unparalleled. Not only is she incredibly knowledgeable, but her practical approach to training is refreshing. She goes above and beyond to ensure that every student receives the guidance they need to excel in their maritime endeavors.

The college itself is top-notch. The facilities are modern, well-maintained, and conducive to learning. Whether you're a seasoned professional looking to further your career or a newcomer to the maritime world, ECA Maritime College has something to offer everyone.

I wholeheartedly recommend ECA Maritime College to anyone seeking quality maritime education.

Thank you, Kelly, and the entire team, for your dedication to excellence!

Tamati Munroe – 3rd March 2024



I attended this school last year in a Master<24NC course. I am now certified and confident having done so. I am so grateful that I was able to be at ECA for the course with the knowledgeable help of tutors and admin staff. I learned valuable skills while learning at my own pace.

If you want to give yourself a stellar education while nurturing the growth, to become a confident master then I encourage you to seek out ECA.

The online course made living in Aotearoa New Zealand easy without the challenges of attending in class sessions.

I look forward to doing another course with ECA soon.
Tamati

Micheal Luken 03/06/2023



Brilliant! I highly recommend this innovative Maritime training establishment.

I have recently completed the Master <45m course after being a student in the inaugural online Master <24m in 2020. I returned to ECA because the course is online and convenient. The unique online-only course environment is suitable to individuals but also would benefit organisations that want to train their staff efficiently and effectively. It can be self-paced or conducted in an online classroom environment with an instructor. The instructors are knowledgeable, professional, excellent and approachable. They taught me valuable skills and techniques that I can apply to water. Further, the administration processes were simple and easy. I did not have any issues with registration, payment or communication. This course was a great investment for my career and I learned a lot from it. I had a great time and value the experience of getting on board their training vessel which has an incredibly rich history. Thank you ECA!