



# Student Handbook

**VOCATIONAL EDUCATION  
AND TRAINING 2026**



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



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# INTRODUCTION

## Welcome to ECA Maritime

In **2026**, **ECA Maritime College** proudly celebrates **20 years** of delivering high-quality, industry-focused maritime training to students across Australia and internationally. For two decades, we have supported mariners at every stage of their career by providing practical, flexible training pathways that align with realworld operations and regulatory requirements.

Originally established as **e-Campus Australia**, our organisation began as an online education provider. After relocating to Brisbane, we evolved into ECA Maritime College, expanding our maritime training scope while retaining the flexibility modern learners require. The COVID-19 period further accelerated our transition into a fully developed electronic campus, enabling us to deliver training wherever our students are — whether at home, in the workplace, or onboard a vessel.

Our training philosophy is grounded in the realities of the maritime industry. We do not take a one-size-fits-all approach. Instead, we work closely with each student to develop training pathways that reflect their experience, career goals, and operational environment, while maintaining the highest standards of safety, compliance, and competency.

ECA Maritime College operates its own purpose-built Learning Management System (LMS), refined through years of student feedback and continuous improvement. This platform allows students to complete theory components at their own pace, while ensuring all mandatory practical assessments are delivered face-to-face in a structured and controlled environment.

Our graduates are respected across the maritime sector for their competence, professionalism, and job readiness, and are actively sought after by employers nationwide.

We are proud to welcome you to ECA Maritime College and look forward to supporting you throughout your training and career journey.

**Kelly Harvie**  
Chief Executive Officer  
ECA Maritime College



### Contact

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

Building 1 - 747 Lytton Road  
Murarrie QLD 4172

+61 7 3390 4443

# Introduction

## **Welcome to the ECA Maritime College Student Handbook.**

Welcome to the ECA Maritime College Student Handbook. This guide has been developed to provide prospective and enrolled students with a clear overview of the training options, services, and support available at ECA Maritime College. It is designed to ensure you are well informed and prepared to meet the requirements for successful course completion.

## **Section 1: Course Information and Requirements**

This section provides detailed information on each course offered by ECA Maritime College. It outlines course prerequisites and the requirements you must meet to achieve certification. This includes key Australian Maritime Safety Authority (AMSA) requirements such as qualifying sea service, eyesight and medical fitness standards, and access to relevant supporting documentation, including the Commonwealth Statutory Declaration template.

## **Section 2: Student Life and Administrative Information**

This section explains what it means to be a student at ECA Maritime College. It outlines your rights and responsibilities, as well as what you can expect from us throughout your training. Information regarding Recognition of Prior Learning (RPL), fees and payment arrangements, and refund policies is also detailed in this section.

## **Student Testimonials**

This section features feedback from past and current students, offering genuine insight into their experiences at ECA Maritime College. These testimonials reflect the practical and supportive learning environment we are known for and provide valuable perspective for prospective students considering training with us.

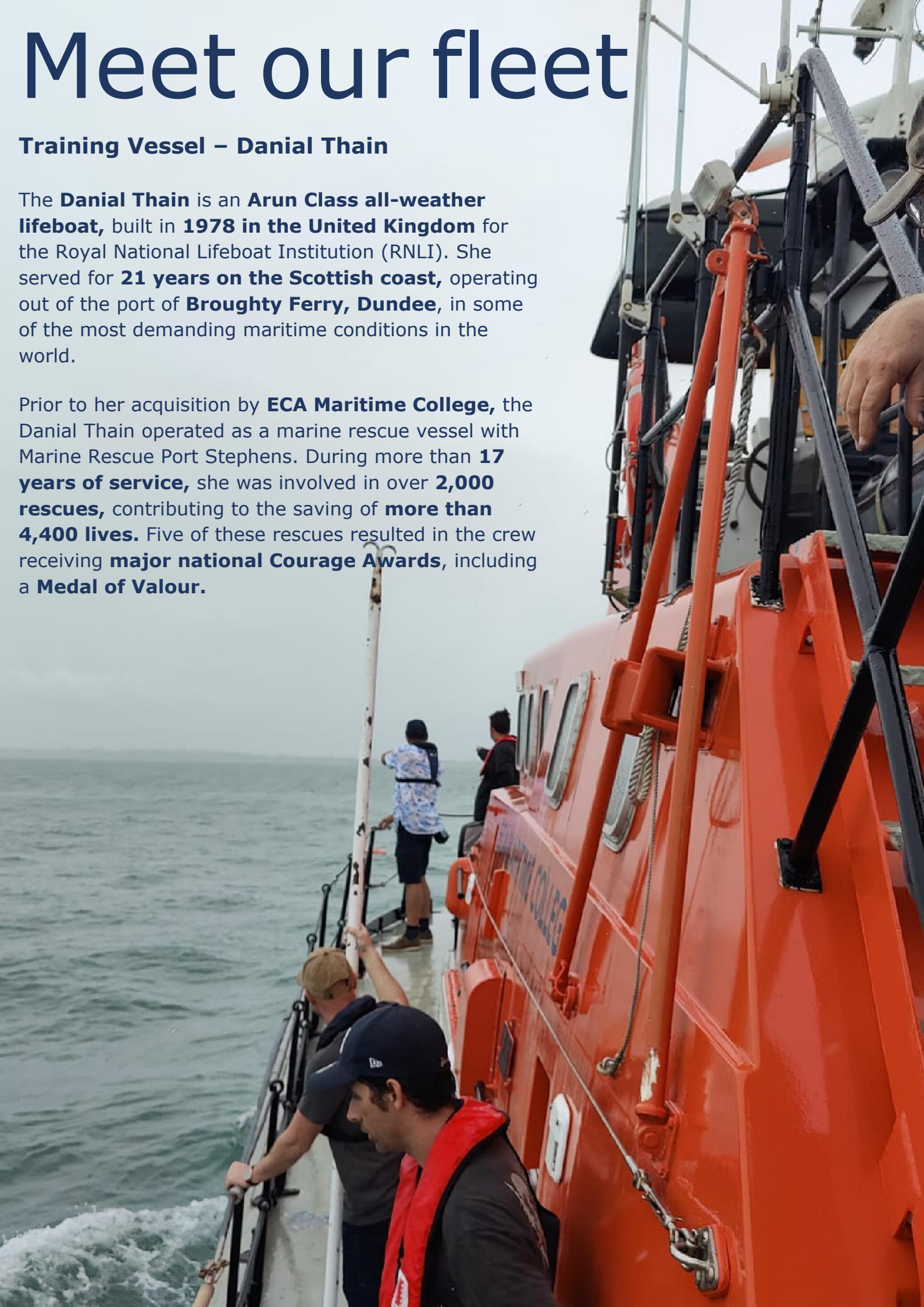
This handbook is intended to support you from your initial enquiry through to course completion. It serves as a practical reference throughout your training journey. Welcome aboard — we look forward to supporting you as you work towards your maritime career goals.

# Meet our fleet

## Training Vessel – Danial Thain

The **Danial Thain** is an **Arun Class all-weather lifeboat**, built in **1978 in the United Kingdom** for the Royal National Lifeboat Institution (RNLI). She served for **21 years on the Scottish coast**, operating out of the port of **Broughty Ferry, Dundee**, in some of the most demanding maritime conditions in the world.

Prior to her acquisition by **ECA Maritime College**, the Danial Thain operated as a marine rescue vessel with Marine Rescue Port Stephens. During more than **17 years of service**, she was involved in over **2,000 rescues**, contributing to the saving of **more than 4,400 lives**. Five of these rescues resulted in the crew receiving **major national Courage Awards**, including a **Medal of Valour**.



# Danial Thain



Measuring **52 feet in length** and weighing approximately **32 tonnes**, the vessel is powered by **two 460 HP diesel engines** and fitted with a comprehensive range of commercial-grade navigation and safety equipment. This includes a **FLIR thermal imaging camera, Radio Directional Finder**, multiple **GPS plotters, dual-station radar controls**, and duplicated **VHF and HF radio systems**. Purpose-built for rescue operations in the **North Sea**, the Danial Thain is **self-righting** and constructed with multiple watertight compartments, making her an exceptionally safe and effective training vessel.

The Danial Thain is used as a training vessel across **all ECA Maritime College courses**. Students enrolled in engineering programs also have access to the vessel's **well-equipped engine room and engineering workshop**. The vessel is further utilised for the practical activities and assessments required for the College's **Master qualifications**.

*"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 provide students with opportunities to participate in live operational activities, including survey work, fast crew boat operations, and port support vessel activities.

For more information, 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.



# Section 1

## Deck Qualification

# Master 24M



## PRE-REQUISITES - Master 24M HANDBOOK

### 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

Students must hold a current Senior First Aid certificate. We strongly recommend St John Ambulance, as their courses are delivered by industry professionals while supporting one of Australia's leading not-for-profit first aid providers.

### 3. Marine Radio Licence

Many of our students choose to self-study for the Marine Radio course, which offers online mock exams and a free training resource. This is specifically for Deck Courses ONLY.

### 4. 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.)
- Marine Radio Exam ONLY - \$250

### HOW TO APPLY

To ensure you enrol in the most appropriate course for your career goals, we require a **pre-enrolment interview**.

Please contact us on **(07) 3390 4443** or email **brisbane@ecamaritimecollege.edu.au** to arrange a suitable time.

Students must read and understand the **Student Handbook** before submitting an 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 January 2024 but are subject to change without notice.

Australian Boating Manual – Hard Copy - \$120.00

Chart 5011 Symbols and Abbreviations – \$125.00

Chart AUS 252 - \$35.00 - use for all Navigation Exams

Any charts for your assignments \*You can use any Charts for your assignment passage plan so long as they are 2 adjoining Charts and have a Scale of 1:150 000. e.g., 800 series AUS Charts

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 - \$25.00 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.

# MAR30924 Certificate III in Maritime Operations

## 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

- Master on commercial vessels up to 24 m in length within the exclusive economic zone (EEZ).

Please note: RTO to insert on the testamur, the specialist elective unit group selected from the group choice below.

## 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 certificate of competency as a Master up to 24 metres NC as specified in Marine Order 505.

## AMSA certification of competency will require:

- achieving [MAR30924](#) Certificate III in Maritime Operations (Master up to 24 m Near Coastal)
- long range operator Certificate of Proficiency (LROCP) issued by ACMA (or higher qualification),
- qualifying sea service as specified in Marine Order 505,
- meeting the medical fitness requirements as specified in Marine Order 505 and
- having passed final assessment as specified in Marine Order 505.

Seafarers seeking certification should check with AMSA.

Core units	
BSBLDR301	Support effective workplace relationships
HLTAID011	Provide First Aid
MARB029	Perform routine maintenance on a vessel up to 24 metres
MARB060	Slip or dock a vessel and maintain hull on a vessel up to 100 metres
MARF028	Follow procedures to minimise and fight fires on board a vessel
MARF029	Meet work health and safety requirements
MARF060	Apply basic survival skills in the event of vessel abandonment
MARH036	Manage and maintain a navigational watch on board vessels up to 100 metres
MARI006	Observe regulations to ensure safe operation of a vessel up to 100 metres
MARJ007	Monitor environmental management on a vessel
MARK008	Manoeuvre a vessel up to 24 metres within Near Coastal waters
MARN009	Perform seamanship operations on board a vessel up to 24 metres
Group a: master up to 24 metres near coastal	
MARF030	Survive at sea using survival craft
MARH017	Use wheelhouse equipment for safe navigation
MARH037	Plan and navigate a passage for a vessel up to 100 metres

## DELIVERY METHOD / COURSE FEE

Virtual Classroom Delivery: These classes are completed via Zoom, and you can connect via the link sent to you before the class starts. You will require the internet, webcam, and microphone.

Virtual classes are run five days a week, Monday to Friday, starting at 0800 and finishing at 1600 daily.

While we have allocated course durations for our virtual classes, depending on the group, they 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.

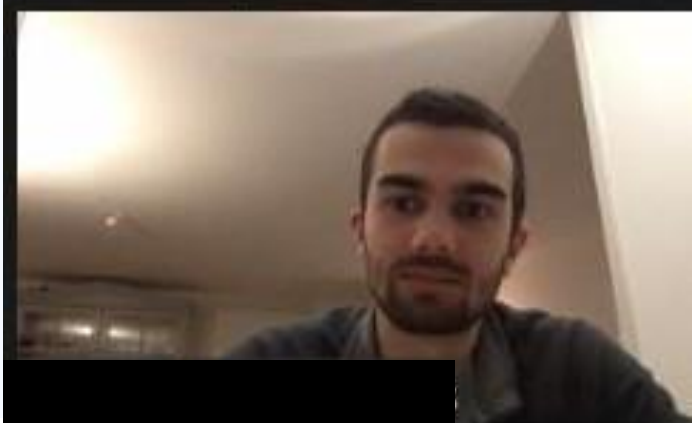
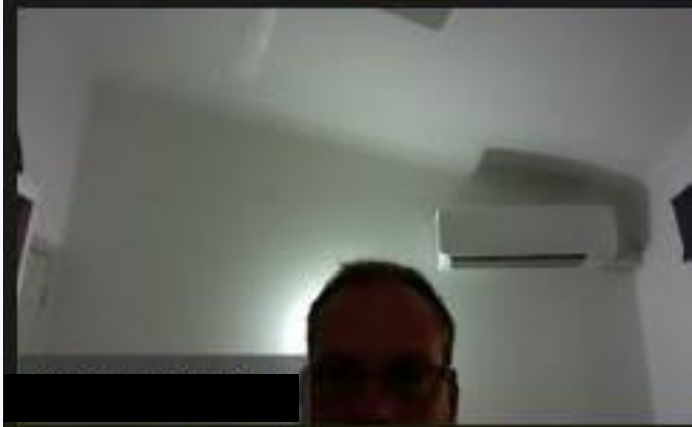
If you cannot attend a scheduled session, you must advise your trainer and assessor as soon as possible and arrange to catch up in your own time.

As part of the maritime training package curriculum, each subject usually holds a Practical Assessment component, and students must attend to complete this.

ALL students MUST complete the Practical assessment.

### **Zoom Virtual Classroom Course fee - \$4,550.00**

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.

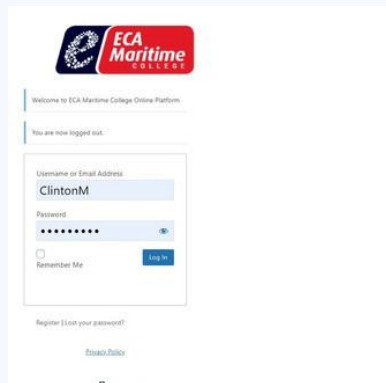


## Remote / Flexible Delivery – Correspondence



The **Self-Study option** is designed for students who are unable to attend all scheduled online sessions and require a more flexible study arrangement.

Students enrolled in the Self-Study option have **up to 12 months from their start date** to complete all theory components. Students must be fully enrolled and have paid the required **course deposit** before access to the Learning Management System (LMS) is granted.



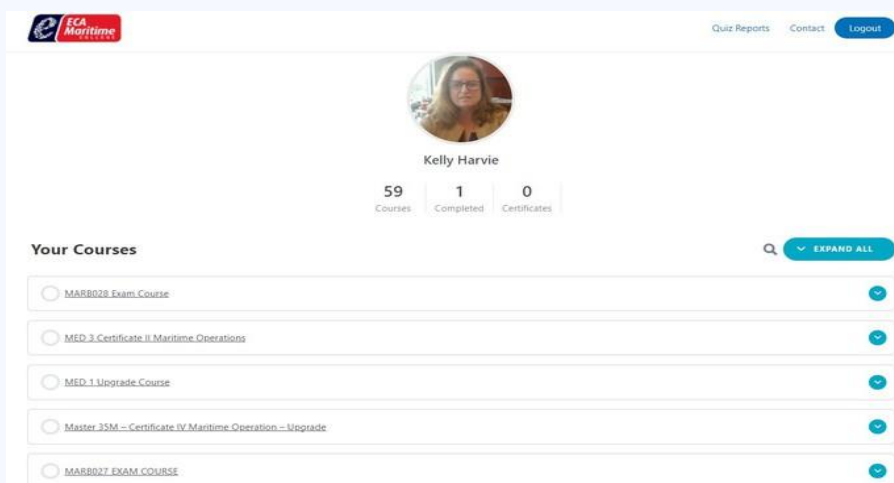
All course content, learning materials, and assessments are accessed through the **ECA Maritime College LMS**. Assignments are completed and submitted online, and feedback is provided by the designated assessor through the same system.

Once all theory assignments have been completed, students must contact **brisbane@ecamaritimecollege.edu.au** to arrange a time to complete their **written examinations**. All written examinations must be completed **prior to attending the practical assessment**.

## EXAM BOOKINGS

Examinations are conducted **daily, where availability permits**, and bookings are essential. All students must book examinations in advance by email, providing a **minimum of 24 hours'** notice. Booking requests must include:

- the preferred date and time, and
- the **Unit of Competency** examination to be undertaken. Online Exams



ECA Maritime College will endeavour to accommodate preferred booking times; however, alternative times may be offered where required. Once an examination booking has been confirmed, students will be emailed an Online Exam Procedure document outlining the requirements and expectations for online examinations.

## Online Exams

All examinations are conducted **online via Zoom**.

Students may join by installing the Zoom application or by accessing Zoom through a

**web browser** using the link provided in the examination invitation.

Students must ensure they have a reliable internet connection and access to a **webcam and microphone** prior to the commencement of the exam.

## ISSUANCE OF CERTIFICATE

Certification can only be issued once **all curriculum components** have been successfully completed. This includes completion of the **mandatory practical assessment**.

ECA Maritime College offers the **Practical Assessment and AMPA** as a collaborative process. Students who choose not to complete their AMPA with ECA Maritime College are still required to complete the **practical assessment component** to satisfy course requirements.

## Student Enrolment & Course Completion Checklist

Use this checklist to ensure you complete all requirements from enrolment through to certification and licensing.

### Before Enrolment

- Review the course information and confirm you can meet all prerequisites
  - Read and understand the Student Handbook
  - Contact ECA Maritime College to complete a pre-enrolment interview
- ☎ (07) 3390 4443 | ✉ [brisbane@ecamaritimecollege.edu.au](mailto:brisbane@ecamaritimecollege.edu.au)
- 

### Enrolment

- Submit your enrolment via [www.ecamaritimecollege.edu.au](http://www.ecamaritimecollege.edu.au)
  - Upload all required identification and prerequisite documentation
  - Receive and pay the non-refundable course deposit invoice
- 

### After Enrolment

- Receive access to the Student Portal (within 24 hours of deposit payment)
  - Access course materials and commence theory components
  - Understand that once portal access is granted, you are liable for the full course fee
- 

### Training & Assessment

- Complete all online theory components
  - Attend scheduled Zoom sessions (if applicable)
  - Upload all assignments and assessments via the student portal
  - Review assessor feedback and make required corrections
  - Ensure all assignments and assessments are marked competent (100%)
  - Email your assessor once corrections are resubmitted
- 

### Practical Component

- Attend the mandatory practical assessment at the Brisbane campus
  - Arrange an alternative date if unable to attend as scheduled
- 

### Sea Time & Final Requirements

- Provide evidence of required AMSA sea time
  - Hold a current Senior First Aid certificate
  - Pay all outstanding course and practical fees in full
- 

### Certification & Licensing

- Receive your Certificate of Competence once all requirements are met
- Apply to AMSA for licensing within 12 months of completing the practical
  - 🌐 [www.amsa.gov.au/domestic/domestic-quals](http://www.amsa.gov.au/domestic/domestic-quals)
- Note: If the 12-month AMSA deadline is missed, a new practical assessment will be required at your own expense



## AMSA MANDATED PRACTICAL ASSESSMENT FEES

As Maritime Authority oral examinations are no longer conducted for this licence, **all candidates are required to complete an AMSA Mandated Practical Assessment (AMPA).**

The AMPA is a **two-day practical assessment**

**Fee:** \$550.00 + GST

The **National Standard for Commercial Vessels (NSCV) Part D – Crew Competencies** requires candidates to successfully complete a final practical assessment in order to apply for certification with the **Australian Maritime Safety Authority (AMSA).**

The AMPA is conducted to confirm that students have demonstrated the required operational skills, competency, and knowledge of Australian maritime legislation relevant to the course completed.

The initial practical assessment is conducted by **ECA Maritime College assessors.** Once deemed satisfactory, the student must submit their application to AMSA **within 12 months** of completing the AMPA.

## Sea Time Requirements

As part of ECA Maritime College's **Delivery and Assessment Strategy**, students are required to provide evidence of qualifying **sea time prior to certification.**

Sea time provides evidence of practical experience onboard a commercial vessel and forms a critical component of competency assessment.

If sufficient sea time is not provided:

- Students may be required to complete **additional practical training**
- A minimum of **50% of the AMSA-required sea time** must be demonstrated
- Additional practical training days may apply at the student's expense

Sea time evidence must be provided before final AMPA documentation can be issued.

If all certification prerequisites are not met within **12 months of course completion**, students will be required to **repeat the AMPA** to reassess current competency.

## Important Notice

Sea time requirements are subject to change. Students are responsible for confirming current AMSA sea service requirements **prior to enrolment.**

For further information, refer to **AMSA Form 426** available on the **AMSA website.**

**AMSA Mandated Practical Assessment**  
Coxswain Grade 1 NC

AMSA Certificate  
Australian Maritime Safety Authority

NAAB014 Certificate 1 in Maritime Operations (Coxswain Grade 1 Near Coast)

Candidate surname: \_\_\_\_\_  
Candidate first name: \_\_\_\_\_  
Candidate signature: \_\_\_\_\_ Date: \_\_\_\_\_  
RTO name: \_\_\_\_\_  
RTO 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:**

- Observe all legislative and workplace health and safety (WHS) / occupational health and safety (OHS) requirements and comply with vessel safety management system.
- Observe all procedures as set out in the vessel operating document.
- Complete the practical tasks below using vessel documentation as required.
- While completing the practical tasks, answer all questions, as directed by the assessor.

**Assessor requirements:**  
Assessors of the AMPA must be approved by AMSA in accordance with the Administrative arrangements for the approval of registered training organisations as final assessors (AMSA 133).

**Reassessment requirements:**  
The on-water practical assessment must be carried out on board a vessel (5.0m in length that is appropriate to the certificate of competency being assessed and which is fit and equipped to be a standard sufficient to allow the candidate to complete the practical assessment tasks).

## AMSA forms

**AMSA forms**

**CERTIFICATE OF COMPETENCY APPLICATION - AMSA 426**  
Revised Date: 03 October 2016 (amendment - national sea 2012)

**Customer can have to use this form**  
You must respond to all questions and statements on this form and insert information in all boxes. If the information requested is irrelevant or not applicable insert N/A.

You can complete this form online or print and then complete by hand. You must click the **Print** button before printing. If you do not download a pdf version of the form there will be no barcode and Australia Post will not accept your application.  
Please do not submit original documents with your application.

**Proof of identity**  
Proof of identity is required when applying for a certificate of competency as seafarer's service book.  
Proof of identity is required to receive your identity, as well as our notification system.  
Documents submitted as part of your proof of identity must be original. You must present your documents to Australia Post at the time of lodging your application. Print a photocopying Australian Post notice.

**Sea identity options**  
You must choose one of these Sea identity document options:

**Option 1**  
Submit the following:  
- Your current passport

**Option 2**  
Submit the following:  
- Your current Australian driver's licence  
- Your full Australian birth certificate or your Australian citizenship certificate

**Option 3**  
Submit the following:  
- A photographic identification document issued by an Australian Commonwealth, state or territory government agency  
- Your current Australian passport  
- Your full Australian birth certificate or your Australian citizenship certificate

**Option 4**  
Submit the following:  
- Your current Australian Medicare card  
- Your current passport and bank or bank that shows your signature  
- A photocopy of your current driver's licence or your current passport  
- Your full Australian birth certificate or your Australian citizenship certificate

If the name on the identification document (passport, driver's licence, birth certificate, or identity certificate) does not match the name on your application form, you must submit a copy of a change of name document to your official name change.

**Option 5: Assigned and Name Book Identifier page**  
This form can be used to apply for an assigned and name book identifier page (ID) for proof of identity. It must be submitted with your application. (This form is not available for online applications.)

**CERTIFICATE OPTIONS**  
Certificate of competency type:  Certificate application type:

**PAYMENT**  
Certificate: \_\_\_\_\_ Action: \_\_\_\_\_ TOTAL FEE PAYABLE: \_\_\_\_\_

**APPLICANT (PERSONAL) DETAILS**  
Sea ID identification number: \_\_\_\_\_ Type of certificate competency held:  Certificate Number: \_\_\_\_\_  
Date of birth: \_\_\_\_\_ Sex:  Gender:

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Given names: \_\_\_\_\_  
First name: \_\_\_\_\_ Middle name: \_\_\_\_\_ Other: \_\_\_\_\_  
Home - primary: \_\_\_\_\_ Home - other: \_\_\_\_\_ Other: \_\_\_\_\_  
Work number and name: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Business address: \_\_\_\_\_ Same as above address: \_\_\_\_\_  
Street address: \_\_\_\_\_  
State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
City: \_\_\_\_\_

**DECLARATION AND CONSENT**  
I declare that:  
• To the best of my knowledge the information provided by me in this application and any attachments I have included with this application are true and correct.  
• I have checked that all the required supporting documents are attached to this application form.  
• I understand and acknowledge that a breach of any of the provisions of section 137(1) of the Domestic Code for 1988 (if the person gives false or misleading information or omits any important information) is a Commonwealth offence, to be dealt with as a criminal offence or performing functions under a law of the Commonwealth, or in compliance or pursuant compliance with a law of the Commonwealth.  
• I understand that the provision of false or misleading information in this application and any attachments I have included with this application may result in the cancellation of my certificate of competency.  
• I consent to the Australian Maritime Safety Authority, making or representative employee in order to verify that the information provided by me in this application (and any attachments) are true and correct.  
• I understand and acknowledge that the Australian Maritime Safety Authority may ask their primary or secondary employee or someone that the national flag carrier reasonably believes necessary for consideration of this application.  
• I understand and acknowledge that the Australian Maritime Safety Authority may ask another person to provide any information, document or agreement that is considered reasonably necessary for consideration of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Section 2

## Deck Qualification General Information



## ENTRY REQUIREMENTS and HOW TO ENROL

Regulatory authorities require students to be a **minimum of 16 years of age at the time of assessment**

to meet licensing requirements within their jurisdiction. Training may commence prior to this age.

For the most up-to-date licensing information, students are encouraged to refer to the AMSA website:

[www.amsa.gov.au/domestic/domestic-quals](http://www.amsa.gov.au/domestic/domestic-quals)

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### Course Deposits – Effective 1 January 2026

All courses require payment of a **deposit**, plus any required learning resources. The deposit must be paid **before a student's placement is confirmed**.

The deposit becomes **non-refundable once access to the Learning Management System (LMS) or student portal has been provided**. From this point, the student is liable for the **full course fee** in accordance with their enrolment.

### Virtual Platform (Online) Students

A **\$1,000.00 deposit**, plus any required resources, is payable upon enrolment. The deposit becomes non-refundable once LMS access is granted. The remaining course fees must be paid in full **prior to course commencement**.

### Remote / Online Students

A **\$1,000.00 deposit**, plus any required resources, is payable upon enrolment. The deposit becomes non-refundable once LMS access is granted. The remaining course fees may be paid in **up to five monthly instalments**, or as otherwise agreed at the time of enrolment.

### Recognition of Prior Learning (RPL)

RPL applications require a **\$1,000.00 application fee**, which will be deducted from the total course fee once a training plan has been confirmed. This fee does not apply to upgrade courses.

For full course fee details, please refer to the relevant course section.

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### Offsite Assessments

ECA Maritime College can conduct assessments anywhere within Australia. Where assessments are required to be undertaken **offsite from the Brisbane campus**, an **Assessment Quote** will be provided to cover assessor travel and accommodation costs, where applicable.

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### Fees and Payments

Any coursework submitted while course fees are overdue will remain **unprocessed**. Failure to maintain payment arrangements may result in enrolment cancellation and outstanding fees being referred to a **debt collection agency**.

All course fees must be **paid in full before certification is issued**.

## Competency-based training (CBT)

Competency-based training and assessment (CBT) is a flexible approach designed to develop a workforce with the skills and knowledge required by industry.

CBT is based on nationally endorsed **units of competency** contained within the relevant Industry Training Package. The focus is on what a person **can demonstrate in the workplace**, rather than how learning occurs. This approach recognises the ability to apply skills and knowledge across a range of situations and operational environments.

Competency is a broad concept that encompasses overall work performance as well as specific task skills. VET qualifications are made up of multiple units of competency, each of which defines the required skills, knowledge, and performance standards.

Students are assessed as **competent** once they have demonstrated successful performance against the requirements of the relevant unit or units of competency.

Students may request access to their personal records at any time. Requests must be made in writing. Access to student records is limited to the student, student-authorized parties, and authorized ECA Maritime College staff. Staff access is required to manage training and assessment activities, record assessment outcomes, issue qualifications, and meet reporting and regulatory requirements.

ECA Maritime College provides reasonable adjustments to assessment and training where required, in accordance with the Standards for RTOs 2025. Any adjustments will not compromise the integrity of assessment outcomes or competency requirements.



## Prior Knowledge, Recognition & Credit Transfer

### Recognition of Qualifications Issued by Other RTOs

Recognition of qualifications or Statements of Attainment issued by other **Registered Training Organisations (RTOs)** is generally applied for:

- entry into a qualification where prior qualifications or Statements of Attainment are prerequisites, or
- partial completion of a qualification where the student already holds relevant units of competency.

ECA Maritime College is required to accept qualifications and Statements of Attainment issued by other RTOs where they are **current and equivalent**.

Recognition of qualifications issued by another RTO applies **only for training purposes** and does not extend to licensing, employment outcomes, or industrial award classifications. Regulatory authorities may impose additional requirements for licensing purposes.

Recognition has a limited lifespan. If the qualification or Statement of Attainment is:

- currently listed on **training.gov.au**, and
- forms part of the qualification the student wishes to undertake,

recognition must be granted. This does not apply where a qualification or unit has been **superseded**, is no longer listed on training.gov.au, or is not the version required for the qualification. In such cases, **Recognition of Prior Learning (RPL)** may be the appropriate Pathway.

## Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is the formal acknowledgement of a person's skills and knowledge gained through **previous training, work, or life experience**.

RPL may be applied to **all units of competency**, and assessment is conducted against the learning outcomes and performance criteria of each unit. Successful RPL may result in partial or full recognition toward a qualification. Students seeking RPL must submit a formal application supported by **certified copies** of relevant documentation and evidence.

**A non-refundable RPL application fee of \$1,000.00** applies. Once the RPL assessment has been completed, applicants will be notified promptly of the outcome.

## Credit Transfer

Credit Transfer is defined by the **National Centre for Vocational Education Research (NCVER)** as the granting of credit for units of competency completed at the same or another RTO.

Students may be eligible for credit transfer where they already hold units of competency that contribute toward a qualification delivered by ECA Maritime College.

Acceptance of credit transfer may be subject to regulatory requirements, including:

- currency of competence, and
- whether the original training provider was an approved provider for licensing purposes.

Students wishing to apply for **credit transfer must submit certified copies (not originals)** of their qualification or Statement of Attainment containing the relevant units of competency to:  
**brisbane@ecamaritimecollege.edu.au**



## ASSESSMENTS

Assessment involves the collection of evidence and the making of judgements to determine whether a student has achieved competency. This confirms that an individual can perform to the standard required in the workplace, as specified in a nationally endorsed training package or VET-accredited course.

ECA Maritime College recognises assessment as a core service and a central part of our role as a Registered Training Organisation (RTO). Quality assessment ensures that student skills and knowledge are evaluated in accordance with the following principles:

- assessment decisions are based on evidence aligned to the relevant **units of competency**
- assessment reflects **industry and workplace requirements**
- evidence collected meets the **rules of evidence**
- assessment is conducted in line with the principles of assessment

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### Practical Assessments

All students must complete **all required theory assignments and examinations** before attending the Brisbane campus for practical assessments.

Upon successful completion of the practical assessment, all documentation is finalised to allow for the **processing of certification**, subject to all other course and regulatory requirements being met.

## Students Who Miss an Assessment

Students who do not attend a scheduled assessment must contact their **course coordinator** to discuss rescheduling options.

Where an assessment is missed due to **medical reasons**, rescheduling may be approved subject to agreement between the student and the course coordinator and at the convenience of ECA Maritime College. Supporting documentation may be required.

Students should contact their course coordinator as soon as possible to discuss any missed or rescheduled assessments.

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### Student Evidence Collection – Privacy

As a Registered Training Organisation, ECA Maritime College is required to collect and review evidence to determine student competency. In some cases, this may involve viewing confidential student or workplace information.

ECA Maritime College complies with the **Privacy Act 1998**, and all records are handled securely and treated as confidential wherever possible.

If a student has concerns regarding the use of personal or workplace information, these concerns should be discussed with the course coordinator so that **alternative forms of evidence** can be considered, where appropriate, to support course completion.

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### Assessment Results

Students will be notified of assessment outcomes and provided with feedback by their assessor. Students wishing to discuss assessment results or feedback should contact their **course coordinator**.





## REVIEW OF RESULTS AND APPEALS

A record of results is available to students upon 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 (RTOs) 2025, ECA Maritime College is required to ensure that assessment practices are fair, valid, reliable, and consistent, and that students are provided with clear pathways to raise concerns.

Students who are dissatisfied with an assessment outcome or the assessment process have the right to request a review or lodge an appeal. In the first instance, students should contact their course coordinator to discuss the assessment decision and the available review or appeal options.

### Student Misconduct

Academic misconduct includes, but is not limited to:

- cheating or plagiarism
- allowing another student to copy work for an assignment or examination
- attempting to gain an unfair academic advantage
- conduct that unfairly disadvantages another student

Students found to have engaged in academic misconduct may be managed in accordance with the Student Misconduct Rules, Policies, and Guidelines. Disciplinary action will be applied proportionately and may range from assessment invalidation through to suspension or expulsion, depending on the seriousness of the misconduct.

Details of misconduct procedures and possible penalties are outlined in the Student Misconduct Rules, Policies, and Guidelines

### Issuing Your Qualification or Statement of Attainment

In accordance with the Standards for RTOs 2025, ECA Maritime College will issue certification only once all training and assessment requirements have been met.

#### ECA Maritime College will:

issue AQF certification documentation within 30 calendar days of the student's final assessment being completed or the student formally exiting the course, provided all fees have been paid and all prerequisites satisfied

- issue certification directly to the student, not to a third party (including employers)
- issue students who have successfully completed all required units of competency with a Qualification and Record of Results
- issue students who have completed one or more units (but not a full qualification) with a Statement of Attainment.

## REFUND RULES, TRANSFER RULES

If ECA Maritime College cancels a program or subject prior to its commencement date, **all fees paid by the student will be refunded in full.**

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

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

If a student cancels their enrolment **within five (5) days or less** before the course commencement date, **no refund will be issued**, and the student remains liable for payment of the **full course fee.**

If a student withdraws from an active course after commencement, all fees paid are forfeited, and the student remains liable for the **full course fee.**

If a student is unable to attend a course, an **approved suitable delegate** may attend in their place at no additional charge, subject to ECA Maritime College approval.

If a student is unable to continue attending a course due to **medical reasons**, requests for a refund must be supported by a **medical certificate**. Any approved refund will be subject to applicable **cancellation and administration fees**, which will be deducted prior to processing.

## COMPLAINTS AND APPEALS

Students may lodge a complaint regarding any aspect of their training or experience with ECA Maritime College.

Complaints are managed in accordance with the **Complaints and Appeals Policy**. Where required, a **Complaint Form is available within the Learning Management System (LMS)**. Complaints may also be submitted in writing to **RTO Administration**.

Students wishing to appeal an assessment decision should, in the first instance, contact their **course coordinator** to discuss the outcome and the available review or appeal options.

## UNIQUE STUDENT IDENTIFIER

Under the **Standards for Registered Training Organisations (RTOs) 2025**, ECA Maritime College is required to collect and verify a **Unique Student Identifier (USI)** for all students undertaking nationally recognised training.

A valid USI is required **before a qualification or Statement of Attainment can be issued.**

Students are responsible for creating and maintaining their USI and ensuring their details are accurate. Information about creating or managing a USI is available via the **official USI Government website.**

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### Identity Confirmation

In accordance with the **Standards for RTOs 2025**, ECA Maritime College must verify a student's identity prior to enrolment and participation in training and assessment.

Acceptable forms of identification include one or more of the following:

- Driver's Licence
  - Medicare Card
  - Australian Passport
  - Visa (with non-Australian passport) for international students
  - Australian Birth Certificate
  - Certificate of Registration by Descent
  - Australian Citizenship Certificate
  - ImmiCard
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### ECA Maritime College Enrolment Policy

Students must complete the **online enrolment process** and provide all required information before commencing a course or program. This includes personal details, proof of identity, evidence of prerequisite studies, and any other information required to support training and assessment.

A **deposit of \$1,000.00** is required in accordance with the enrolment policy and must be paid before enrolment is finalised.

Once enrolment has been processed, students will be provided with:

- access to training materials and/or the Learning Management System (LMS),
- an enrolment confirmation, and
- student login credentials.

The deposit becomes **non-refundable once access to training materials or the LMS has been provided.**

# Testimonials

**Joel – January 2026**



**3 reviews**

**22 hours ago**

**New**

Was a great couple days doing my ESS ticket, instructors where top tier as they knew their stuff from top to bottom and good sence of humour too. Big recomendation for this school!!

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**Jack Buckland – December 2025**



**1 review**

**3 weeks ago**

**New**

I had a great experience here, andy the trainer was great, very knowledgeable and kept it entertaining as well cant rate it highly enough

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**Alfredo corte – December 2025**



**Local Guide·6 reviews·18 photos**

**Edited 3 weeks ago**

Just wrapped up my Master 5 course at ECA Maritime College, and it was a total game changer! Kelly was incredible her spot-on info and patience with all my questions made the whole process stress-free. A big shoutout to Harry for those zoom clases; his knowledge and hilarious sea stories kept things fun and memorable, turning theory into real excitement. The trust he showed by etting me help with docking on the Danial Thain? Priceless! That vessel's North Sea pedigree made me feel legit proud To handle her, solid, historic, and perfect for building skills. Can't wait to tackle my MED2 and Master 4 soon. ECA nails it - 5/5 stars all the way

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**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