

Peninsula Boat Training Pty Ltd

Trading as Victorian Boat Training

RTO No 22587

Student Handbook



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Company Details

Our company name is Peninsula Boat Training Pty Ltd trading as Victorian Boat Training, Geelong Boat Training, Melbourne Boat Training and Gippsland Marine Training.

RTO: 22587

Location

Peninsula Boat Training Pty Ltd is located from **10 Ramsay Court, Mt Martha, Vic 3934**

Our contact details are as follows

Telephone: 0413 432 264

Email: admin@peninsulaboattraining.com.au

info@peninsulaboattraining.com.au

Web: <https://www.victorianboattraining.com.au>

Student Administration and Training Support Services

Student administration is your first point of contact for any queries or concerns.

Student Administrators' contact details are:

Contact: Michelle Pickford / Doug Pickford

Telephone: 0413 432 264

Email: admin@peninsulaboattraining.com.au

Our Courses

Course 1: Victorian Marine Boat Licence with PWC Endorsement

Duration: 4 hours including testing.

DELIVERY METHODS

Method 1: Classroom/face to face: The course is delivered and assessed in the classroom. Learners are not expected to have any prior knowledge.

Method 2: Online: The course content is delivered through a learning portal and is to be studied in the learner's own time. Assessment is via a Zoom conference incorporating testing software.

COURSE OVERVIEW

The course is designed to help you gain the knowledge required to operate a powered vessel within Australian waterways. This course is specific to the Victorian Marine Licence and PWC endorsement, its rules and regulations.

It is a legal requirement that operators of powered craft on Victorian waterways hold a Victorian Recreational Marine Licence, and additional endorsement for operation of a PWC. This course and testing meet the requirements set out by Safe Transport Victoria in line with requirements for VicRoads.

ENTRY REQUIREMENTS

No prior boating knowledge is required.

It is expected that entrants will have a level of English proficiency to cope with the requirements of the course and testing. An *interpreter may be engaged and organised prior to the session, at the cost of the participant if required.

Learners must be 11+ years of age to sit for the Victorian Marine Boat Licence and 15+ years to sit for the PWC endorsement.

COURSE STRUCTURE

From the course the following accreditation can be gained:

- Restricted Licence: 12 to 15 years of age
- General Marine Licence: 16+ years of age
- PWC Endorsement: 16+ years of age.

(Note: the PWC assessment can be sat and passed at 15 years of age but WILL NOT be endorsed until the operator turns 16 years of age).

ASSESSMENTS

Assessment method is multiple choice knowledge-based questions.

FEES

Tuition Fees: \$140 pp (includes PWC)
\$90pp PWC only

REFUND POLICY

Refer to Refund Policy (page 8)

Course 2: Transmit and receive information by marine VHF radio within Australian Territorial Waters (Australian Waters Qualification)

National Code: MARC059

Duration: 4 hours including testing plus up to 8 hours pre-course reading and online assessment

DELIVERY METHODS

The course is delivered and assessed in the classroom. Learners are expected to complete pre-reading prior to attending the course

COURSE OVERVIEW

It is a legal requirement in Australian territorial waters that you hold a certificate of proficiency to be able to operate a Marine Vhf Radio. This qualification meets the requirements

The unit MARC059 Transmit and receive information by marine VHF radio within Australian Territorial Waters is designed to help you to gain the skills and knowledge required to transmit and receive information by marine very high frequency (VHF) radio on a vessel according to regulations and includes operating an emergency position indicating radio beacon (EPIRB).

Licensing/Regulatory Information

Legislative and regulatory requirements are applicable to this unit.

- This unit is one of the requirements to obtain Australian Maritime Safety Authority (AMSA) certification as defined in the National Standard for Commercial Vessels (NSCV) Part D.
- This unit applies to all boaters using marine VHF radio equipment to transmit and receive information to and from shore and vessel-based operators within Australian Territorial Waters – defined as all waters within 12 nautical miles from the coastal baseline.
- This unit is consistent with the requirements of the Radiocommunications (Maritime Ship Station – 27 MHz and VHF) Class Licence 2001.

Elements and performance criteria

Applicants will be required to demonstrate competence in this unit and must be relevant to and satisfy all of the requirements of the elements and performance criteria. These include:

| Elements | | Performance criteria | |
|--|---|---|--|
| Elements describe the essential outcomes. | | Performance criteria describe the performance needed to demonstrate achievement of the element. | |
| 1 | Operate VHF radio equipment to transmit and receive messages | 1.1 | VHF radio equipment is selected for operation within limits of specifications |
| | | 1.2 | VHF radio equipment is operated to transmit and receive various types of signal according to manufacturer instructions, established radio operation procedures and regulatory requirements |
| | | 1.3 | Regulations and procedures applicable to vessel stations equipped with radio and digital selective calling (DSC) facilities are applied during radio communication |
| | | 1.4 | Work health and safety (WHS)/occupational health and safety (OHS) procedures and hazard control strategies are applied when operating radio equipment |

| | | | |
|---|--|------------|--|
| 2 | Access search and rescue (SAR) VHF radio facilities | 2.1 | Information that may be required is identified and documented |
| | | 2.2 | Request is made to the appropriate organisation for the provision of the information in the required format and on the correct channel |
| | | 2.3 | Information is provided and received in the required format and on the correct channel |
| 3 | Operate an EPIRB in a distress situation | 3.1 | Routine checks and maintenance are carried out on EPIRBs, including float free EPIRBs, to confirm their operational capability according to manufacturer instructions and specifications |
| | | 3.2 | EPIRB is operated according to manufacturer instructions and regulatory requirements |

Entry Requirements

It is expected that entrants will have a level of English proficiency to cope with the requirements of the course and assessments.

There is no age requirement to sit this qualification.

Course Structure

The course consists of just one unit of competency

Assessments

Assessment tasks are provided in English. An **interpreter may be engaged and organised prior to the session, at the cost of the participant if required.

Assessment methods include knowledge questions, written answers and practical demonstration of relevant radio skills.

Fees

\$245

Refunds

Refer to Refund Policy (page 8)

Course 3: SROCP – Short Range Operators Certificate of Proficiency

Duration: 4 hours including testing plus up to 8 hours pre-course reading and online assessment

DELIVERY METHODS

The course is delivered and assessed in the classroom. Learners are expected to complete pre-reading prior to attending the course

COURSE OVERVIEW

The SROCP course is based on ACMA requirements and will enable participants to operate a VHF marine radio for enclosed, offshore and international waters.

Applicants will be required to:

- Demonstrate a practical knowledge of GMDSS sub-systems and equipment which is appropriate to vessels operating in Australian waters on which a radio installation is not compulsory under international agreements. Specifically, VHF radio telephony equipment with digital selective calling (DSC) facilities, and emergency position indicating radio beacons of the 406 MHz and 121.5/243 type.
- Demonstrate an ability to use VHF radio telephony and digital selective calling (DSC) operating procedures, particularly those relating to distress, urgency and safety.
- Demonstrate an understanding of simple maintenance practices required to keep the marine radio equipment specified in (1) in good working order, including the repair of minor faults.
- Demonstrate an understanding of the regulations applicable to ship stations equipped with VHF radio telephony and digital selective calling facilities.
- Demonstrate a basic knowledge of the Australian marine search and rescue system.
- Demonstrate a practical knowledge of marine radio operations and equipment.

Entry Requirements

It is expected that entrants will have a level of English proficiency to cope with the requirements of the course. An interpreter may be engaged and organised prior to the session, at the cost of the participant.

Students must be aged 16 years or over to complete the qualification.

Assessments

Assessment tasks are provided in English. An *interpreter may be engaged and organised prior to the session, at the cost of the participant if required.

Assessment methods include knowledge questions, written answers and practical demonstration of relevant radio skills.

Tuition Fees: \$345 pp

Refund Policy

Refer to Refund Policy (page 8)

Refund Policy

Refunds due to non-delivery (Classroom / online delivery) of course by Peninsula Boat Training

All tuition fees can be refunded in full if Peninsula Boat Training is unable to commence the course as agreed or is unable to deliver the full course. Fees will be refunded within 7 days.

If a suitable alternative session is available, then the booking can be transferred to that date.

Refunds due to Student Cancellation or Withdrawal

1: Classroom.

Where the student withdraws from the course more than 5 days prior to commencement, Peninsula Boat Training will refund all fees paid. Where the student withdraws from the course less than 48 hours prior to commencement of the course, no refund is payable. However, the student will have the option of enrolling in another course provided by Peninsula Boat Training at another time.

2: Online.

Where the student requests cancellation from an online course at any time, Peninsula Boat Training will refund 60% of the paid course fee.

Learning content has been released on registration.

No refund will be provided to course cancellations that have been deferred longer than 12 months from time of original booking.

Studying at Peninsula Boat Training

Course Delivery

Delivery of face-to-face courses occurs at multiple locations highlighted on our official website.

USI - Unique Student Identifier – VHF Radio Handling MARC059 only. (AWQ)

All students undertaking vocational education and training must hold a Unique Student Identifier (USI) and provide it to Peninsula Boat Training during the enrolment process. If students do not provide a USI, Peninsula Boat Training will be unable to issue a Certificate, Statement of Attainment or Transcript for the training. For details on USI, visit www.usi.gov.au.

Our Obligation to You

Peninsula Boat Training is responsible for the quality of the training and assessment in compliance with the Standards for Registered Training Organisations 2015, and for the issuance of the AQF certification documentation. This means that we are obligated to deliver and assess students in accordance with course requirements and to issue appropriate credentials to students who have met the assessment requirements and have been assessed as competent.

Use of personal information

Except as required under the Standards for Registered Training Organisations 2015, Government Contracts or by law, information about a student will not be disclosed to a third party without the consent of the participant.

Students wishing to access their personal records should contact the Training & Administration Coordinator either verbally or in writing. A suitable time to view their file and access will only be granted once a student's identification is confirmed and validated by Administration.

Information that may be accessed includes progress, personal details, and any relevant details of the student's enrolment that the RTO has collected.

Staff at Peninsula Boat Training will offer professional and confidential advice in areas where they can help and will ensure that all efforts are taken to ensure a positive learning experience is achieved.

If you have any issues, you should contact student administration on the details listed on the first page of this handbook

Plagiarism

Acts of plagiarism, collusion and cheating are not permitted in any work completed for assessment/s and will result in a warning and repeating assessment, as well as incurring any associated charges. If a student is caught engaging in these acts a second time, they may be suspended or expelled from the course.

Complaints and Appeals

Students have access to Peninsula Boat Training's complaints and appeals process. The complaints and appeals policy and procedure ensure that fair and equitable processes are implemented for any complaints or appeals against Peninsula Boat Training.

Students can submit a formal complaint to Peninsula Boat Training relating to any concern they may have (should they feel a person has acted inappropriately or treated someone unfairly, etc). This can be submitted to Student Administration or directly to the CEO. All complaints are handled with confidence and are reviewed by the CEO.

A student may also appeal a decision made by Peninsula Boat Training regarding an assessment outcome. Where a student feels they have been unfairly judged and assessed on a specified task, project, or assessment they may have the assessment reviewed by submitting an appeal form. Students must provide supporting evidence or explanations as to why they feel the assessment is unfair and why they should be given further opportunity to be assessed.

Complainants have the right to access advice and support from independent external agencies / persons at any point of the complaint and appeals process. Use of external services will be at the complainant's costs unless otherwise authorised.

Copies of the Complaints Procedure and the Complaints form can be obtained from the Student Administration Department at any time upon request.

Access and Equity

All Peninsula Boat Training staff will adhere to the principles and practices of equity in education and training; they will treat every student fairly and without discrimination. Peninsula Boat Training has procedures in place to ensure any student concerns are dealt with immediately and appropriately.

Peninsula Boat Training acknowledges its legal obligations under State and Federal equal opportunity law, including:

- The Human Rights Commission Act 1986 (Cth)
- The Age Discrimination Act 2004 (Cth)
- The Disability Discrimination Act 1992 (Cth)
- The Racial Discrimination Act 1975 (Cth)
- The Sex Discrimination Act 1984 (Cth)
- The Privacy Act 1998 (Cth)

All legislation can be accessed at: www.comlaw.gov.au

Peninsula Boat Training fosters equality and access in a training environment that is fair and conducive to learning at all levels. Our training services are available to all students regardless of cultures, ethnicity, gender, age, marital status, sexual orientation, physical or intellectual impairment.

All Peninsula Boat Training staff are required to have an awareness and understanding of access and equity issues and are required to demonstrate access and equity principles in all dealings with students and other staff. If you believe you have been treated unfairly by a staff member of Peninsula Boat Training, please contact Student Administration and Training Support Services

Occupational Health and Safety

Peninsula Boat Training complies with all relevant Occupational Health and Safety legislation. Trainers will actively take steps to identify hazards that could cause harm to students in the learning environment. Where possible, the trainers will take action to remove or control these hazards and will report the hazard to the appropriate on-site personnel.

Where practicable, students must take responsibility for their own health and safety and that of their fellow students. This means students must follow all safety rules, procedures and the instructions of their trainer while attending a training session.

Interpreter services.

Students cannot have a friend, family member, or nonprofessional approved interpreter assist them in reading the questions and answers. Students can only be assisted by a professional interpreter, to avoid the risk of collusion. Interpreters must establish their bona fides by presenting a document that shows their professional status, such as a certificate of business incorporation or evidence of accreditation by the National Accreditation Authority for Translators and Interpreters (NAATI). (<https://www.naati.com.au/online-directory/>)

Interpreter services can be arranged by Peninsula Boat Training Pty. Ltd. or the student. If arranged by Peninsula Boat Training Pty. Ltd., there is a booking time for the interpreter to attend the course of at least 14 days. The student will be advised of the additional charges and procedure prior to attending the course. The student will have to pay Peninsula Boat Training Pty. Ltd. for the interpreter at the time of booking the interpreter. of booking the interpreter

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