

– THE CREW TRAINING GUIDE –

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Forward

The Guide

This is the Crew Training Guide which explains every step in the process of becoming qualified in the large yacht industry. It has been produced by the Crew Training Centre from Blue Water Yachting, the world's leading training provider for yachts.

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References

While we make every effort to ensure that the information in this guide is correct you should refer to official documents if you are in any doubt. This guide is based on information contained in the following documents and publications issued by the Maritime and Coastguard Agency of the United Kingdom. Blue Water and The Crew Training Centre cannot be held responsible for any errors in this booklet.

Code of Practice for the operation of Small Commercial Vessels.

MSN 1792 (M) The Large Commercial Yacht Code (LY2)

MSN 1802 (M) Certificates of Competency: Yacht Deck Officers Training and Certification Guidance - Part A7

MGN 156 (M) Certificates of Competency or Marine Engine Operator Licences for service as an Engineer Officer on commercially and privately operated yachts and sail training vessels.

Section 1 - Starting Out

How to get a job

If you have not worked on yachts before, you need to show potential employers that you have the necessary qualities to do so. The key to getting your first job is to network, network, and network. In addition to registering and checking-in regularly with the agencies, it is important to walk the docks at the local ports and marinas asking for day work, talk to people at the local crew houses, yacht training schools and Internet Stations.

How to write a CV

While writing your CV, there are many ways to aim your skills toward the yachting industry:

If you are applying for a Steward/Stewardess position, emphasize any hospitality experience or customer service you may have had, such as waitressing, hostessing, silver service, bartending, cooking, nanny/au pairing, babysitting, flower-arranging, cleaning, and/or laundry experience.

If you are applying for a Deckhand position, include all woodwork/carpentry and mechanical experience in addition to painting, polishing, varnishing, diving, sailing, fishing (all water sports), and rope handling if applicable.

For an engineering position include all mechanical experience and qualifications including all work done in refrigeration, air conditioning, engines, electrical work, electronics and computing.

Additional qualifications that are appealing to yacht captains and owners are: languages, experience in hotels, resorts, cabin crew and cruise ship, CPR, First Aid certification or any emergency medical training, Nursing, and Masseur/Beauty Therapy licenses.

Activities such as travelling, recreational sailing or diving can be helpful on your CV, so stress any sailing experience, even non-professional, and briefly list any recent travels.

How to present yourself

At all times it is important to have a professional appearance whether interviewing or walking the docks. You should be clean shaven, well groomed, hair pulled back and presentably dressed. Tattoos need to be covered up and piercing removed. An overall clean and smart appearance says a lot about your attitude and work ethic. Always be on time for any interviews. An enthusiastic, polite and personable nature is obviously very important as well!

Section 2 - Entry Level Qualifications

If you are seeking work in the yachting industry for the first time certain courses are essential and others are highly desirable in the eyes of potential employers.

STCW95 Crew Basic Training

You will find it difficult to obtain a job in yachting unless you have attended these courses. They contain essential safety information for anyone going to sea for the first time. Basic training takes place over 5 days and comprises 4 courses. These are: Personal Survival Techniques, Personal Safety and Social Responsibility, Fire Prevention and Firefighting and Elementary First Aid. If you are hoping to go on to gain MCA Certificates of Competency such as are described elsewhere in this booklet you should be aware that the MCA expect that your STCW 4 element basic training takes place over a minimum of 5 days of tuition. Some centres offer training over a shorter time period.

RYA boat driving certification

Under UK law most people do not require a licence to operate a boat of less than 80 GT. Most other countries however have a much lower limit than this. In France, for instance, permits are required over 6 Kw of engine power. The RYA National Powerboat Certificate (level II) is recognised by most European administrations for the operation of small craft like yacht tenders. Any yacht operating tenders outside the immediate vicinity of the mother ship would be well advised to have qualified tender drivers. Obtaining this certificate at an early stage could make your CV stand out and enhance your job prospects. The course takes place over two days and has theoretical and practical boat handling elements.

RYA Personal Watercraft Certificates (Jet skis and wave riders)

The Royal Yachting Association is currently the only maritime certification body to issue a Certificate of Competency specifically for these types of craft. Although potentially very dangerous in careless hands, personal watercraft are very popular 'toys' on superyachts. Having an RYA jet ski licence could well set you apart from other candidates for a job, whatever department in the yacht you are hoping to work in.

Hospitality Courses.

For new stewards and stewardesses we have three entry level courses designed to help you be more effective more quickly in your new job.

1. Silver Service

This is a one day course held which includes a general overview of the role of the interior crew, silver service techniques, table settings, wine storage and service, and napkin folding. The course includes a lecture and practical applications.

2. Introductory Steward/ess course

This is a two day course that includes the full day of silver service and an introduction to the interior management of a yacht. It focuses on the skills needed for the smooth running of your interior, including personal grooming, laundry procedures and daily routines.

3. WSET Introduction to wine course.

The Foundation Certificate is an entry level qualification providing a straightforward introduction to wine. The qualification objective is to provide the basic product knowledge, skills in the service of wine and food and wine matching. It is ideal for inexperienced crew who wish to advance their knowledge in this fascinating and important area. The course lasts one day and includes tasting of a wide selection of international quality wines and a basic food and wine matching activity.

The Yacht Rating Certificate

Under new rules published in MGN 270 some yachts will need to carry a number of crew qualified with a Yacht Rating Certificate .This is to bring the industry into line with STCW 95. The Yacht Rating Certificate is a combined deck and engineering qualification. To obtain a Yacht Rating Certificate it you will need the following:

- 6 months yacht service
- 2 months sea service
- STCW 95 crew basic training
- An ENG1 seamen's medical certificate.
- A completed yacht rating training record book (you will need to download MGN 270 from the MCA website which contains the Training Record Book).

To apply go online to www.mcga.gov.uk and follow the link to application form; you can apply as soon as you have met the above requirements.

SECTION 3 - Deck Department Careers

Introduction

A career in the deck department can be highly rewarding and ultimately very well paid. A career path exists for you from new deckhand all the way to Master 3000 GT. After this if you have the dedication there is a route that can take you through to general service merchant navy certificates. Please refer to the manning scales in the brochure that accompanies this guide or MSN1802 for manning requirements on UK flagged vessels.

1. Yacht Rating

The qualifications required to work on the deck vary from the position that you have on board. The first qualification that you should consider if you are just starting in the yachting industry is the *Yacht Rating Certificate*. Vessels that are over 200 GT (private or charter) will require a minimum amount of deckhands to have a Yacht Rating certificate (please refer to the manning scale on page 14). The requirements to obtain a Yacht Rating certificate are described on page 7 of this guide.

2. RYA Yachtmaster

As you advance more in the career ladder there are several skippering qualifications required depending on the flag of the vessel and the distance from shore that the vessel is going to go. On British flagged vessels there are two Certificates of Competence, that would allow you to skipper boats as long as they are under 200GT. The RYA Yachtmaster Offshore and the RYA Yachtmaster Ocean. The difference between the two certificates is the distance from shore that you are allowed to take your vessel. The Yachtmaster Offshore limits you to 150 nm from shore; the Yachtmaster Ocean has no limitations. Please refer to page 15 for the requirements to obtain these certificates. If you apply for a *commercial endorsement* to your RYA certificates, you will be allow to work on a charter vessel which allows you to carry up to 12 paying guests on board.

3. STCW Master 200 GT

These two Yachmaster Certificates of Competence are not STCW endorsed, and therefore they limit you to work on British flagged vessels. However, The MCA offers a CoC that is STCW endorsed that has similar limitations to these certificates: the Master 200GT Certificate of Competence. This ticket would allow you to work on vessels other than British flagged (i.e. Luxembourg flagged vessels) if this ticket is recognized by the country authority. Please note that an OOW (Yacht) certificate will now automatically have a Master 200 GT endorsement with no further training.

4. Applications to the MCA

In order to obtain any MCA endorsed CoC, you will have to submit an application so that you can prove that you have the minimum requirements to obtain MCA endorsed tickets. You will have to send an application along with proof of nationality and age, proof of sea service and a valid medical fitness certificate (ENG1) and the minimum qualifications required to apply for the CoC. You can send your application form before you complete all your modules. If your application is complete, you will receive a Notice of Eligibility (NOE) that allows you to present yourself for oral exam at an MCA office or with an MCA Examiner. Please note that if at the time you obtained your NOE you had not completed all your modules, you will have to present your original certificates to the oral examiner.

5. New Service Definitions

Under the new rules laid out in MSN 1802 (you can download this form from the MCA website) there are now SIX definitions of service which you need to consider. Service should be in the deck department and Onboard Yacht Service reckoned from the date of engagement to the date of discharge. At least six months of the qualifying Sea Service must have been performed within the five years preceding the application. The service definitions are as follows:

Onboard Yacht Service

is the time spent signed on a yacht irrespective of the vessel activity

Actual Sea Service

is time spent at sea which may include time at anchor or river and canal transits associated with a passage

Yard Service

is time when standing by a build, refit or repair. This may be counted toward Sea Service up to a maximum of 90 days

Stand-by Service

is time alongside whilst fully crewed, victualled, fuelled and stored ready to proceed safely to sea, e.g. awaiting the owner to arrive or a charter to commence. A block of this service can be a maximum of 14 consecutive days in one period regardless of any further time spent standing-by. Further periods may be counted only when the vessel returns after proceeding to sea on passage

Watchkeeping Service

is Actual Sea Service spent as a bridge Watchkeeping Officer in full charge of a navigational watch for not less than eight out of every 24 hours whilst the vessel is engaged on a voyage.

Sea Service

includes a combination of Actual Sea Service, Stand-by Service and/ or Yard Service. For candidates seeking further Merchant Navy qualifications after Master 3000 GT it will be Watchkeeping Service that is needed.

6. Certificate of Competency (CoC) Requirements

6.1 Yachtmaster Offshore

The RYA Yachtmaster Offshore Qualification is a key building block in the MCA yacht qualification system. This is not a beginner's course and candidates should make sure that they have enough experience and sea time. The requirements are:

- 50 days at sea
- 2500 miles at sea (half must be tidal)
- 5 passages over 60 miles (including 2 as skipper and 2 overnight)
- Yachtmaster Offshore Shore based Theory certificate*
- RYA Yachtmaster Offshore Practical
- VHF (ROC or SRC)
- First Aid Certificate (STCW95 Elementary First Aid Certificate is accepted)

For Commercial Endorsement: 1 day Sea Survival (STCW95 Personal Survival Techniques is accepted) and ML5/ENG1 Medical Fitness Certificate

Yachtmaster – are you ready?

If you are not sure if you are ready to attempt the Yachtmaster have we have provided a self -test (please see Annex A) to help you gauge your level. The assumed (and required) knowledge to attend the RYA Yachtmaster Offshore theory course is navigation to Day Skipper standard. You should be able to answer all the questions in Annex A of this guide. If you can't, you will find the course difficult, and should do some more study before attending.

6.2 Yachtmaster Ocean

By completing your Yachtmaster Ocean you will lift the limitation on distance from shore to obtain an unlimited CoC. The requirements are:

- Yachtmaster Offshore Certificate of Competency
- Yachtmaster Ocean Shorebased certificate
- Practical experience: have an ocean passage of a minimum length of 600 nm (minimum of 96 hrs at sea)
- Oral Examination by an RYA Ocean Examiner: during this exam you will have to present to the oral examiner a narrative account of passage plan and execution, Ocean Sights (sun run sun and meridian passage) and a compass check.

NEW ENDORSEMENT FOR RYA YACHTMASTER

“The certificate holder complies with STCW 95 regulations V1/1 Sections V1/1-4. This certificate is valid for use as Master of Yachts up to 200gt on commercially

and privately registered yachts until (date of expiry)"

If you require this endorsement because you are working outside the UK, particularly on non-UK flagged vessels, you may obtain a new certificate by applying to the RYA with:

- a covering letter requesting the STCW endorsement
- your original certificate
- a new passport photograph
- evidence of completion of the STCW courses
- a cheque for £20 payable to the RYA

In addition, all commercially endorsed Yachtmaster® Offshore and Yachtmaster® Ocean certificates of competence will now include the following wording:

"This certificate is valid for use as Master of Yachts up to 200gt on commercially and privately registered yachts until (date of expiry)"

If you wish to renew your existing commercial certificate (without the STCW endorsement) please apply to the RYA with:

- your original certificate
- a new passport photograph
- a cheque for £20 payable to the RYA

6.3 STCW Master 200 GT Coastal

The requirements for this Certificate of Competency are:

- +19 years of age
- STCW Crew Basic Training
- ENG1 Medical Fitness Certificate
- Yachtmaster Offshore Certificate (commercially endorsed)
- GMDSS (ROC)*
- Pass the Master (Yachts less than 200GT) oral examination

***Note:** We strongly recommend to those candidates, who may consider lifting the coastal limitation of their Master 200 GT CoC or obtaining an OOW CoC, to attend a GMDSS GOC course as there is no route to upgrade a restricted certificate (ROC) to a general operators certificate (GOC).

6.4 STCW Master 200GT Unlimited

- +19 years of age
- STCW Crew Basic Training
- ENG1 Medical Fitness Certificate
- Yachtmaster Offshore Certificate (commercially endorsed)
- Yachtmaster Ocean Certificate
- GMDSS (GOC)
- Pass the Master (Yachts less than 200GT) oral examination

6.5 Officer of the Watch (Yacht) less than 3000 GT - NEW REQUIREMENTS:

The prerequisites and service requirements are:

- Be at least 19 years old
- Have (since the age of 16 years) a minimum of 36 months Onboard Yacht Service, in vessels of any size, including not less than 12 months Sea Service in vessels of 15 metres or over in loadline length, where the Sea Service is:
 - A **minimum** of 250 days 'Actual Sea Service', and
 - The balance of 115 days any combination of the following: Further 'Actual Sea Service', 'Stand-by Service' , 'Yard Service' to a maximum of 90 days continuously or in separate periods
- Have completed the MCA approved Training Record Book (**Note:** Not required if the candidate can provide evidence of 36 months 'Sea Service in vessels of at least 24 metres in load line length or not less than 80GT.)
- Hold all of the following certificates:
 1. Yachtmaster Offshore shore based course (**Note:** Not required if the candidate holds a Yachtmaster Offshore Certificate issued before 31 July 2003)
 2. Yachtmaster Offshore Certificate (commercially endorsed)
 3. STCW95 4 element basic training certificates: PST, FF&FP, EFA, PSSR.
 4. Advanced Sea Survival for Yachtsmen (**Note:** Where a yacht is fitted with davit launched lifeboats, any person in charge of the launching and operation of the lifeboat must hold a PSC&RB certificate)
 5. GMDSS GOC
 6. Navigation and Radar (OOW Yachts)

7. General Ship Knowledge

For those having trouble with the MCA OOW Training record book please have a look at Annex B for some useful tips.

6.6 CHIEF MATE (Yacht) Endorsement:

To obtain the Chief Mate endorsement and hold an OOW Certificate of Competence you are only required to complete the following modules:

- Advanced Fire
- Medical First Aid
- Yacht Master Ocean – Shore-based
- Yacht Master Ocean – COC

Note: If you have all these modules at the time of your oral examination your OOW CoC will automatically have a Chief Mate endorsement.

6.7 Master 500 GT (Yacht) - NEW REQUIREMENTS

The prerequisites and service requirements are:

- Have a minimum of 12 months Onboard Yacht Service as a Deck Officer, including not less than 120 days Watchkeeping Service, in vessels 15 metres or more in loadline length whilst holding an accepted OOW STCW Reg. II/1 (Yachts less than 3000gt) CoC
- Have fully met the education and training requirements for issue of the Chief Mate certificate.
- Hold all of the following certificates
 - Medical Care certificate
 - Seamanship and Meteorology course completion and pass certificates
 - Masters Stability course completion and pass certificate
 - Masters Business and Law course completion and pass certificates
 - Masters Navigation, Radar and ARPA Simulator course completion and pass certificate
- Pass the Master (Yachts less than 500gt) oral examination
- Be more than 21 years of age

- Hold an ENG1 Medical Fitness Certificate

6.8 Master (Yachts less than 3000gt): NEW REQUIREMENTS

- Have a minimum of 24 months Onboard Yacht Service as a Deck Officer, including not less than 240 days Watchkeeping Service whilst holding an accepted OOW certificate. All service must be completed in vessels 15 metres or more in loadline length and include 12 months in vessels 24 metres or more in load line length, or six months in vessels 500gt or more
- Hold either a MCA Master STCW Reg. II/2 (Yachts less than 500gt) or have passed all written examinations and short courses required for issue of that certificate
- Pass the Master (Yachts less than 3000gt) oral examination (Annex J)
- Be more 23 years of age
- ENG1 Medical Fitness Certificate

SECTION 4 - Engineering Department Courses

Introduction

The yacht engineering qualifications were introduced in February 2001 to provide a system of certification adapted to the needs of the industry. The system allows all those who wish to pursue an engineering career to do so no matter what their previous training is.

Those who have a formal UK apprenticeship accepted by the MCA may leap frog the entry level engineering qualifications when they have accrued enough sea time. This may also be possible for those with overseas apprenticeships that have met the sea service requirements stated in MGN156. Those without craft training are expected to acquire a certain level of craft aptitude and this is tested in the Crafts Skills Test which must be passed by these candidates before admittance to MCA engineering exams. If you successfully pass your Craft Skills Test you may reduce the sea service requirements in some cases, please refer to the specific requirements for each of the yacht engineering qualifications listed below. If you consider that you have the required sea time, you must apply for a Notice of Eligibility before you attend any of the higher level engineering modules. In any doubt you may also apply for a Letter of Initial Assessment if you consider that you have reached the sea service requirements so that you can do a direct entry into MEOL or Y4 level.

You should be aware that the AEC and MEOL(Y) are not STCW95 endorsed certificates, however the Y4, Y3, Y2 and Y1 certificates are STCW endorsed. Please refer to the manning scales included in the brochure that accompanies this guide of on MGN156 or the LY2.

1. The Assistant Engineer

You may have noticed that in the manning section of the Large Yacht Code (LY2) there is a new grade of engineer which was not mentioned in the old code, that of 'Assistant Engineer'. The concept of an Assistant Engineer was not invented for the yachting industry but has been adapted from merchant navy practice. The Assistant Engineer is someone carried in the complement of a yacht who, though not certified to be responsible for the operation and maintenance of plant, has enough knowledge to be of use to the Chief Engineer in carrying out many routine operations such as changing filters, transferring liquids, doing routine maintenance tasks, starting and stopping machinery. It is also intended that if anything were to happen to the Chief Engineer then the Assistant would have enough knowledge to get the yacht safely back in to harbour.

It is important to remember this role is only intended for yachts operating with an Unmanned Machinery Space (UMS): vessels requiring traditional watchkeeping

will have to carry a minimum of two STCW qualified engineers. The person holding this position does not necessarily need to be someone who actually works full time in the Engineering Department, they could be a deck hand, the mate or someone from another department. Deck candidates take note, however, that in their case the service credited will not be counted at full rate but will be split equally between deck and engineering service.

The MCA considered that there was a need to enhance the Engineering Department in the smaller yachts, and it was also recognised that on the larger yachts, with UMS, operating on coastal voyages the Second Engineer was not being fully employed and could be safely replaced with an Assistant Engineer. By using an Assistant Engineer in these positions a pathway is opened to enable holders of AEC and MEOL(Y) (see below) to gain useful experience on larger yachts on their way to gaining their Y4 qualifications.

As the Assistant Engineer can be a dual role position, a by-product of this change is a reduction in the salary bill whilst maintaining an acceptable standard of engineering expertise on board. This is important particularly on smaller yachts where no increase in actual numbers is required but engineering expertise is enhanced.

Those who have been required by an MCA inspection to get an Assistant Engineer will know that nowhere does it say exactly what qualifications are needed for this role! This is because LY2 is relatively new and MGN 156, which would normally have this information, is too old. By calling the MCA you can find out that in fact the Approved Engine Course and the MEOL (Y) are the two key requirements depending on the engine power of the yacht and where it wants to go. Obviously general service merchant navy qualifications are also accepted,

2. The Craft Skills Test

For those who do not have a recognised craft apprenticeship can demonstrate their ability in a craft skill test. Two weeks are allowed for this, although for candidates who have clear practical ability this may be reduced. The practical test covers: interpretation of drawings, use and care of hand tools, use of measuring equipment, safe use of portable power tools, safe use of drilling machines, safe use of hand grinders, metal joining (welding, brazing, soldering, gas cutting, mechanical joints) gaskets, flanges, couplings, assembly skills and electrical testing and wiring.

3. Certificate of Competence Requirements:

All engineering qualifications require that all candidates attend the STCW95 Crew Basic Training. With the exception of AEC candidates, all other candidates must attend the following advanced safety training:

- Advanced Sea Survival or Certificate of Proficiency in Survival Craft (CPSC)
- Medical First Aid
- Advanced Firefighting

3.1 AEC Certificate

The pre-requisites and service requirements are:

- Candidate must attend a 30 hour approved course. No formal engineering training required to attend the course.
- Minimum 1 month as engineer.

3.2 MEOL Certificate

The pre-requisites and services requirements are:

- 36 months as Deck/Engineer Officer, or
- 24 months as engineer whilst holding an AEC certificate, or
- MCA Craft Skills Training Test plus 18 months as engineer.

The candidate must attend the STCW Crew Basic Training and the Advanced Safety courses and pass an MCA Oral Examination

3.3 Yacht 4

The pre-requisites and services requirements are:

- 42 months as engineer, including 6 months sea service, OR
- MCA Craft Skills Test plus 36 months as engineer including 6 months sea service, OR
- UK Craft apprenticeship plus 12 months as engineer including 6 months sea service.

Hold the following certificates:

- Marine Diesel Engineering
- Auxiliary Equipment
- Operational Procedures and Basic Hotel Services.

The candidates must be aware that these modules cover a large number of topics and therefore pre-study of the course notes is essential.

The candidate must attend the STCW Crew Basic Training and the Advanced Safety courses and pass an MCA Oral Examination

3.4 Yacht 3

The pre-requisites and services requirements are:

- 9 months as engineer including 3 months at sea time whilst holding a Yacht 4.

Hold the following certificates:

- Chief Engineer Statutory and Operational Requirements

The candidates must be aware that these modules cover a large number of topics and therefore pre-study of the course notes is essential.

The candidate must attend the STCW Crew Basic Training and the Advanced Safety courses and pass an MCA Oral Examination

3.5 Yacht 2

The pre-requisites and services requirements are:

- 24 months as engineer including 12 months sea service whilst holding a Yacht 4, OR
- 15 months as engineer including 9 months sea service whilst holding a Yacht 3.

Hold the following certificates:

- Chief Engineer Statutory and Operational Requirements (not required if taken for Yacht 3)
- General Engineering Science I
- General Engineering Science II
- Applied Marine Engineering
- Advanced Hotel Services

The candidates must be aware that these modules cover a large number of topics and therefore pre-study of the course notes is essential.

The candidate must pass an MCA Oral Examination

3.6 Yacht 1 (Large Yacht Endorsement)

The pre-requisites and services requirements are:

- 12 months as engineer on a yacht between 500-3000gt and not less than 3000kW, whilst in possession of Yacht 2.

The candidate must pass an MCA Oral Examination

SECTION 5 - Interior Courses

1. Introductory Steward/Stewardess course – 1 day

This is an Introduction to the Interior Management of a luxury yacht. This certified course has been designed to teach many of the skills required by interior crew members who are new to the yachting industry or to fine tune existing skills for those already employed aboard luxury motor or sailing yachts.

This is a one day course, focusing on the techniques needed for the smooth running of the interior department of luxury sailing or motor yacht.

- Role of the interior Crew
- Safety at Sea
- Personal Grooming
- Laundry Procedures
- Silver Service Techniques
- Wine Service & Storage
- Napkin Folding

2. Advanced Steward / Stewardess Course - 2 days

This certified course has been especially created for those interior crew members who have worked or are working in the luxury yachting industry and who aspire to successfully undertake the role of Chief Stewardess / Steward.

This advanced 2 day course will cover a wide variety of subjects designed to incorporate the various roles and responsibilities of the Chief Steward / Stewardess aboard a luxury yacht.

- The role of a Chief Stewardess / Steward
- Crew Management Skills
- Personal Grooming
- Social Duties/ Responsibilities
- Safety at Service techniques and table settings
- Wine storage and service
- Daily Routines including formulating rotas
- Laundry procedures
- Care of furnishing & Fittings
- Inventories
- Provisioning
- Welcoming Guests Aboard
- Table Etiquette
- Basic Wine Knowledge
- Tips on Flower Arranging/ Care of plants

3. Silver Service Course - 1 day

An introduction to Formal Service Techniques

This certified course has been created to teach the principles of formal service techniques and is adapted to address a variety of yachting situations.

- Silver Service Techniques
- Table Settings
- Order of Service
- Wine Service
- Napkin Folding

It is a one-day course of six hours and includes lecture and practical applications.

Customised on-board courses also available upon request.

4. WSET Foundation Course

This newly introduced course is examined and accredited by the well known Wine and Spirits Education Trust in London, who are considered to be the leading certification body in this field in the UK. This one day course is intended for those who have never received any formal instruction in the care and selection of wines and is ideal for interior staff (or yacht captains!) who wish to advance their knowledge in this fascinating and important area. The course lasts one day and includes tasting a wide selection of quality international wines.

5. WSET Intermediate Course

This course is intended for those aspiring to a Chief Steward/ess position or anyone who wishes to deepen their knowledge of fine wines. It is an intensive course lasting two and a half days and is examined and accredited by the Wine and Spirits Education Trust in London. It includes topics such as the care and service of fine wines, selection of wines in relation to the menu. It is recommended that students attend the Introductory course before attempting this one.

SECTION 6 - Frequently Asked Questions

How do I revalidate any COC?

Send to: Registry of Shipping and Seamen, Anchor Court, Keen Road, Cardiff CF24 5JW

Tel: 44 2920 448800

Application form MSF4201, original certificate, 2 x passport photos (1 with your name and 'I certify etc' the other with name and date of birth), Testimonials (12 months seetime in the last 5 years), Discharge Book, Valid ENG1, Fee of £36 (overseas postage is £10 for normal post and £30 for courier post).

The Cardiff office will revalidate both the GMDSS and COC at the same time. Additional information can be found in MGN 214.

How do I revalidate my GMDSS after 5 years?

Send to MCA, Spring Place, 105 Commercial Road, Southampton SO15 1EG

Tel: 00 44 2380 329 100

Original Certificate, Valid ENG1, Proof of 1 years yacht time (testimonials/log book), Fee £20.00, covering letter asking them to take payment from your credit card.

How do I revalidate my RYA Yachtmaster commercial endorsement?

Send to the Royal Yachting Association, RYA House, Ensign Way, Hamble, Southampton SO31 4YA.

+44 (8453) 450400

Original RYA Yachtmaster, 2 photos, valid ENG1 or ML5, proof of seetime, a covering letter authorising them to take the fee.

How much for a commercial Endorsement? £20.00 (30 euros)

Who do I contact at the MCA? Helpline: 44 (0)2380 329231. You don't need to wait for the operator to ask you questions, you can just select 1 for Deck or GMDSS, select 2 for Engineering or Safe Manning or select 3 for Certificates of Equivalent Competency

Who is an MCA qualified doctor? There are 2 doctors in France who can do ENG1 and ML5 medicals.

Dr. Patrick Ireland

Le Forum, 1913 Route de Cannes

06560 Valbonne

Tel: 04 93 12 95 66

Dr Elizabeth Lefebvre

69 Boulevard Wilson

06160 Juan les Pins

04 92 93 07 70

Can I work on British flag vessels with a certificate issued by another country?

Yes, the MCA recognises STCW95 endorsed tickets from other countries. You should check the MCA website (<http://www.mcga.gov.uk/c4mca/mcga-dqs-st-stc-cec.htm>) for an updated list. The MCA should issue a Certificate of Equivalent Competency (CEC) with the same limitations as the original certificate.

How do I apply for a CEC?

You need to download form MSF4203 from the MCA website. Complete the form and include the following documents:

- Completed application form
- Non-UK Certificate of Competency
- GMDSS Certificate (Deck officers only)
- Passport or discharge book
- Evidence of competency in English language
- Two passport size photographs
- Fee

You can send your application to:

Seafarer Training and Certification Branch
Maritime and Coastguard Agency
Spring Place
105 Commercial Road
Southampton
SO15 1EG, UK

How do I download forms? On the MCA website: www.mcga.gov.uk. Go to right hand corner and click on Seafarer Training and Certificate Application, then click on to the relevant form.

How do I apply for a Seaman's Discharge Book? Go to the MCA website. Do a search for MSF 4509. Click onto the second list and the form can be downloaded. The cost is by post £35.00. Or we do have forms in the office.

How long are my certificates valid for? All MCA exam certificates last for 3 years. After this date you can resit the exam only with an exam fee cost. If, however you fail the exam, you will need to redo the course. You then have 2 chances to do the exam.

How long before I can do a resit after a 'fail' result? You have 12 months to resit the exam .

When do my medical certificates run out? Med FA/Medical care at Sea are valid for 5 years. You will need to redo only Medical Care at Sea Refresher

course to keep it in date. As captain, or medical person in charge, your certificates should always be in date. However, you do not need to send this certificate when you revalidate your CoC.

How do I fill in my TRB? Carefully! All tasks are to be completed and signed off by your Captain. None of the tasks should be signed off at the same time. If you are the Captain, you can sign the tasks off yourself, **but** the MCA will require with your application for OOW, a letter from someone higher up than yourself, ie owner, management company, or PYA, explaining why you have self assessed. Record books should be filled in over a 1-3 year period. Dates must correspond to time on vessels, with corresponding testimonials. Don't sign off tasks all on the same date.

Am I exempt from the crafts skills test? This depends on whether you have a trade in mechanics and a letter from the country where you did the trade. You will still need to contact the MCA with a Letter of Initial Assessment, outlining your qualifications and sea time/yacht time.

Can I do an MEOL in Antibes? No, this is an exam only and has to be done through one of the MCA marine offices in the UK. If you have enough sea time as an engineer on a yacht, you may not need to do an MEOL. We will be offering an MEOL preparation week for the oral exam in the near future. Please contact the office and ask programmed dates.

Do I need STCW basic training to get a job? Not necessarily! Though most Captains will prefer you to have it and it will go towards you getting a job. Any MCA compliant yacht over 500 gt will require all crew to have STCW95. You will need the basic training if you are considering doing an OOW ticket in the future.

I have an IYT Offshore Ticket – can I do an RYA Ocean course? Unfortunately, even though the MCA recognise both tickets, the RYA will not accept another offshore theory ticket as a pre-requisite to doing a RYA Ocean ticket and therefore will not endorse another yachtmaster ticket with Ocean.

I have an RYA Yachtmaster Certificate of Service. Will this be accepted as part of my application to the MCA? No. If you hold a Certificate of Service, and you are applying for an OOW NOE, you will need to sit a Yachtmaster practical exam. Once you have acquired a Yachtmaster offshore ticket, you can apply to the MCA in the normal way.

ANNEX A. Yachtmaster – are you ready?

If you are not sure if you are ready to attempt the Yachtmaster have we have provided below a self -test to help you gauge your level. The assumed (and required) knowledge to attend the RYA Yachtmaster Offshore theory course is navigation to Day Skipper standard. You should be able to answer all the questions below easily. If you can't, you will find the course difficult, and should do some more study before attending.

LEARN:

If you are heading W by the compass, what is your compass heading in degrees?

All the 45° points on the compass rose

What is the distance from 47°00'N to 50°00'N along a line of longitude?

Angular distance. Define Lat & Long. How many nautical miles in 1°. Learn what a knot is.

Define the knot (the navigational measure)

If your distance log reads 20.5nm at 1800 and 38.5nm at 1900, what was your mean speed through the water over that time? (State the speed units used)

Learn what a distance log is and what it measures.

Deck	<u>Time</u>	<u>Remarks</u>	<u>Course steered</u>
Log:	21:00	Weighed anchor	-
	22:00		337°C
	23:00		265°C

Get familiar with the deck log, understand that it is not filled in until the time referred to. It is retrospective.

What was the course steered between 22:00 & 23:00?

Your yacht, drawing 2.1m, anchors in 10m of water at high tide. What is the clearance under the keel when the tide has fallen by 4m?

Draw a picture. Learn what "fall of tide" means.

Will a conventional stand-alone GPS mounted in a yacht give the yacht's speed through the water?

Learn what a GPS does, and how.

If you covered 25nm over the ground in 2 hours, what was your SOG (Speed Over Ground)?

Learn precisely what SOG means.

A motor vessel is being overtaken on its starboard side by a sailing vessel. Which vessel should give way, and why?

Learn the Collision Regulations

Learn the subjects in the boxes thoroughly, so that answering these questions is easy for you. You may be tested at the start of the YM course. You MUST know

the Collision Regulations (except for Annexes 1 & 3), and be well practised in the use of a course plotter. The following books will be useful:

- An Introduction to Coastal Navigation – A Seaman's Guide (Morgans Technical)
- RYA Day Skipper (Theory notes, not practical course notes)
- Basic Coastal Navigation – Conrad Dixon
- Day Skipper – Pat Langley-Price & Philip Ouvry
- A Seaman's Guide to Rule of the Road (Morgans Technical)

ANNEX B – ARE YOU HAVING TROUBLE WITH YOUR MCA OOW TRAINING RECORD BOOK?

Why have a Training Record Book?

The MCA have RELAXED the sea time requirements for yachts compared to those required in other areas of the British merchant fleet after lobbying from the industry. Under MGN 195 they refer to 'yacht service' rather than 'sea service' on the understanding that candidates serving in yachts complete training record books to ensure that the time they spend on board is put to maximum effect in educating young crew. For this reason they take the Training Record Book very seriously indeed and therefore so should you! The tasks recorded in the TRB are generally not difficult to perform in the course of a three year period of yacht service, in fact the busier the yacht the easier it should be! Masters and Mates must accept that training younger crew is part of the job. The problems arising at the moment are largely because many candidates have not been filling the books in as they go and are 'back filling' to when they accomplished the tasks and are often being somewhat slapdash in the way this is done. If we want to avoid the MCA re-imposing sea time then we must ensure that the TRB is given our full attention.

The following tips are based on a recent interview with the Seafarer's Training and Certification section of the MCA and reveal the most common reason for rejection. If you ensure that your TRB does not have any of these failings you should be OK!

If the MCA think that you are cheating they can refuse to consider your application or add 3 or 6 months extra service penalty before you can re apply!

DO

- Ensure that every single section is filled in, including details of the Master or person carrying out the assessment, your personal details and the date you started the book. Make sure you sign it where it says signature!
- Make sure that your captain or other officer assessing you puts their certificate of competency and its number in the relevant section.
- Make sure that your captain signs the 'Masters Inspection section
- Ensure that your service record page is fully completed (date joined, date of discharge, sea service accrued etc.
- Make sure that you take care with your handwriting. If they cannot read it they will send it back.

DONT

- Put the date for the completion of a task which is before you started the TRB.
- Date a task for a time when you were not on the yacht.
- Have a large number of tasks signed off on the same day!

- Have all the tasks spread over a very short period (the MCA do not give a precise time bracket but 6 months is a good guideline.)
- Use the fact that you have attended a short course in place of completing a task (for example use attendance at Basic Fire course as evidence that you have worn a BA set – you must do it on board)
- Leave any tasks unfinished unless obviously irrelevant. (e.g. sailing yacht tasks on a motor yacht)

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