



Certificate of Safety Training



This **7 day face to face course** is aimed at a person wishing to work as a General Purpose Hand on any sea going vessel. The Certificate of Safety Training course is the first step to a pathway for a professional and successful career on the sea.

The Certificate of Safety Training is Australian Maritime Safety Authority (AMSA) approved and is made up of five short courses as follows:

- Personal Survival Techniques (PST) (STCW Reg VI/1 Code A-VI/1 Table A-VI/1-1) (
- Personal Safety and Social Responsibilities (PSSR) (STCW Reg VI/1 Code A-VI/1 Table A-VI/1-4)
- Fire Prevention and Fire Fighting (FPFF) (STCW Reg VI/1 Code A-VI/1 Table A-VI/1-2)
- Security Awareness Training (SAT) (STCW Reg VI/6 and Code Section A-VI/6 paragraph 4, Table A-VI/6-1)
- Elementary First Aid (EFA) (STCW Reg VI/1 Code A-VI/1 Table A-VI/1-3)

Please note: If participants hold a valid HLTAID003 Provide First Aid certificate (or equivalent) issued from a nationally recognised RTO, they will not need to complete the Elementary First Aid.

Costs

Certificate of Safety Training - \$2695.00

Where course fees exceed \$1500.00, students are advised that a deposit of \$1500.00 is due on booking and the balance of fees, are due on course commencement.

Refer to AMI Policies and Procedures for further information.

Refunds/Rescheduling/Cancellations

If a student is unable to attend a scheduled course, AMI offers to refund or to reschedule attendance. In the event of a refund – a full refund (100%) will be provided to all students/employers where the request has been made seven (7) days prior to the course commencing.

If the request is made within three (3) days of the course commencing, AMI reserves the right to retain 30% of the fees paid for administrative purposes.

If the request is made on the day of the course commencing, no refund will be available to students/employers. Unless a medical certificate is provided and or a letter from an employer or evidence of compassionate grounds (AMI Management will make a final determination).

In the event of course cancellation, where the course has been cancelled by AMI, we will ensure that all students/employers are offered the opportunity to reschedule, receive a full refund of all fees/deposits paid and or offer another Registered Training Organisation to provide the training.

Further information is available in the Policies and Procedures of AMI.

Appeals, Complaints and Grievances

If a student is dissatisfied with an assessment result, in the first instance they are directed to discuss with their Trainer and Assessor, and request clarification and feedback. Further assessment may be undertaken resolve the assessment result.

If a student remains dissatisfied with the outcome, an Appeal on the Assessment can be lodged with the administrant team and the Training Manager and/or Managing Director, will commence a review in to the assessment processes. A copy of the Appeal form can be obtained from reception and or from AMI's website.

Further information is available in the Policies and Procedures of AMI.

If a student wishes to lodge a complaint or grievance, in relation to the activities or actions of an AMI staff member or contactor, they are requested to lodge their complaint in writing and/or by completing a Complaints and Grievance's Form, available from reception and or from AMI's website. Upon receipt of any complaint or grievance, all allegations will be investigated by the Managing Director and an appropriate outcome reached with the complainant.

Further information is available in the Policies and Procedures of AMI.

Student welfare

The welfare of all students attending AMI, is our priority, anything that the staff of AMI, can do to assist students with their studies is a priority, our policies and actions reflect that our students are our priority. If an "event" occurs that jeopardises the safety and welfare of any of our students, we would request that the management of AMI, is notified immediately and all measures will be undertaken to rectify any situation (within our control).

Further information is available in the Policies and Procedures of AMI.

Certification

On successful completion of the course, students will receive AMSA STCW Certificate.

Students will need to lodge their Certificate with AMSA and complete associated paperwork and all requirements. AMI accepts no responsibility, if the AMSA application is not accepted.

Validity

All of the STCW certificates are valid for five years. After five years, a refresher course is required.

What will you need?

- ✓ Lunch – there is a lunch bar within walking distance
- ✓ Enclosed footwear, boots for practical
- ✓ Long trousers and Long sleeve shirt for practical
- ✓ Bathers and Towel, change of clothes
- ✓ Passport photograph
- ✓ Writing materials (e.g. pen, pencil) and paper
- ✓ Existing Senior First Aid certificate (identifying all three units of Competency HLTAID001 ,HLTAID002 and HLTAID003)

When and where is the course run?

The STCW course is run regularly at AMI, located at 61 Quill Way, Henderson WA. Please contact reception for specific course dates.