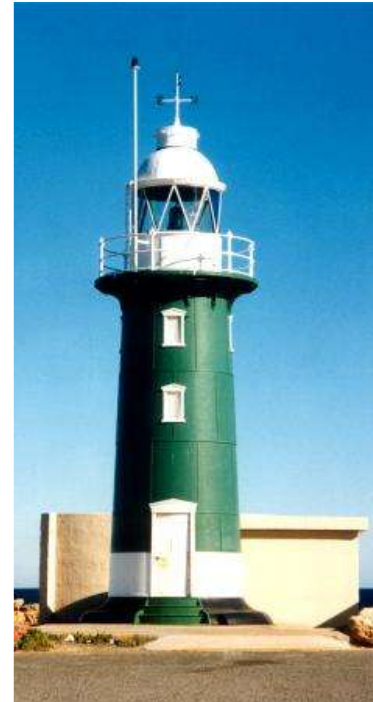


be the

*Master* of your *Destiny*

and the

*Engineer* of your *Fate*



**AUSTRALASIAN MARITIME INSTITUTE**

Providing maritime and offshore training that can guide you to a pathway in an industry that is constantly booming



# AUSTRALIAN MARITIME INSTITUTE

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## Student Hand Book

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| 2.1            | 28/10/2015   | Cassie Brockwell   | Removed 'The Next Step' introduction page as it was a double up of Enrolment Information.  |
| 2.2            | 08/12/2015   | Cassie Brockwell   | Updated MC5, Coxswain G1/G2 & MED 2 course information and KTI logo  |
| 2.3            | 15/01/2016   | Cassie Brockwell   | Removed all Course Information.  |

# AUSTRALASIAN MARITIME INSTITUTE



## Student Hand Book

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# Greetings from the Principal

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Welcome to the Australasian Maritime Institute

The Australasian Maritime Institute has been providing quality marine training helping mariners prepare for or advance their careers at sea since 1992.

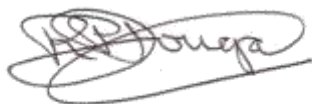
Our main goal has always been to strive to produce quality flexible training that is compliant with National Standards.

AMI is proud to be the largest private training provider owned in WA servicing the Marine and Oil and Gas Industries, Nationally and Internationally. We pride ourselves on our policy to implement a continuous state of expansion and improvement of our courses to cater for the ever-changing challenges facing both corporate and private individuals in the commercial world of today and tomorrow

Recognising our capabilities, strengths and the energy we have with other industries has led us to take a progressive approach to implement partnerships in certain key sectors. The institute is proud to say that we are sharing our expertise with the Oil & Gas, Civil & Commercial Engineering and Mining Industries. As part of our vision, we look forward to pioneering new specialised courses into Australia as demand and need dictates.

My staff and I wish you well in your endeavours and hope that we can provide you with the start in the marine and/or oil and gas industry you need or improve your current situation to include new options you had not considered before.

Sincerely



Richard Dougal  
Principal (Master Mariner)  
Australasian Maritime Institute



# Enrolment Information

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## Enquiries and Enrolments:

### **Step 1:**

Enquire through the website or over the phone for the course you would like to book into. Our Bookings and Customer Service officer will then email you the course information, prices, available dates and an Enrolment Form.

### **Step 2:**

Complete the Enrolment Form and submit to the Bookings and Customer Service officer, with payment for your course fee(s). You will then be sent a Booking Confirmation, confirming your enrolment into the course and a Tax Receipt. **\*Students who have not paid in full prior to course commencement will not be permitted to commence training until such fees are paid.**

### **Step 3:**

On the first day of your course, you must report to the front reception area at least 10 minutes prior to the commencement of the course. If you have not processed your paperwork or paid your fees then you must do so on the first day. Please refer to your Booking Confirmation for the class start time on the first day.

### **Step 4:**

Once you have successfully completed your course you will be issued a Statement of Attainment or a Qualification depending on which course you have completed. You are now on your way to fulfilling an always challenging career.

## Refund Policy:

### *In the event of a Cancellation:*

- Course cancellations where the client presents 7 days or greater notice, a full refund of fees applies.
- Course cancellation where the client presents 4-6 days notice, a 70% refund of fees applies.
- Course cancellation of 3 days or less notice, no refund applies.

### *In the event of Rescheduling:*

- Rescheduling a course with 7 or more days notice, the client will receive 100% credit.
- Rescheduling a course with 4-6 days notice, the client will receive 30% credit.
- Rescheduling a course with 3 days or less notice, no credit or refund applies.

**AMI accepts no responsibility for other associated costs or expenses such as accommodation and travel expenses.**

### **Unique Student Identifier Number:**

As of January 1<sup>st</sup> 2015 it will be a requirement for you to have a Unique Student Identifier (USI) number. Your USI will help keep your training records and results together in an online account controlled by you.

Each time you enrol to study with a new training organisation, your USI will be used to store your training records and results. By having a USI you will be able to access your training records and results (or transcript) whenever you need them. To apply for a USI please follow the steps on this link

<http://www.usi.gov.au/create-your-USI/Pages/default.aspx>

### **Introduction of Trainer and Course Requirements:**

Students will be directed to the appropriate classroom where they will meet their trainer and be inducted into the training facility. During the induction the trainer will give a clear and precise explanation of the requirements of the course and rules to abide by whilst onsite at AMI. On completion of the induction the students will be required to complete a statement of participation and health questionnaire.

### **Conditions of Enrolment:**

Australasian Maritime Institute hereby notifies all course participants that any course undertaken may involve physical activity and each course participant is responsible for his/her own safety and actions. Australasian Maritime Institute accepts no responsibility or liability for any accident, harm or injury sustained during any physical activity or through the actions or inactions caused by other course participants or any other person. Australasian Maritime Institute reserves the right to cancel courses without notice. Australasian Maritime Institute will refund in full any deposits received for any course that it cancelled. Australasian Maritime Institute will not be liable for any claims arising from course cancellation. Australasian Maritime Institute reserves the right to alter any price, service, condition or the availability of any service or item without further notice.

### **Language Literacy and Numeracy:**

All students who advise AMI staff of their special learning needs will be provided with the appropriate support and guidance with the aim of assisting the student to obtain competency in the course undertaken. This assistance provided by AMI Staff will be within the principles of fairness and flexibility of workplace assessment and will be offered in a discrete manner.

### **Welfare and Guidance:**

All students experiencing any difficulty or concerns about their training experience should make contact with the lecturer or AMI Management where a range of solutions may be discussed and provided.

# Code of Practice

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## **Purpose**

To establish and maintain a set of procedures for distribution to the client, staff and other stakeholders. This will ensure that:

- 1.1 Clients are aware of important company policy and procedures that may affect their successful participation in training and/or assessment activities, and other similar interactions with Australasian Maritime Institute.
- 1.2 Trainers/Assessors are aware of company policies and procedures
- 1.3 Australasian Maritime Institute is seen to be operating an open and transparent system.

## **1. Complaints and Appeals**

The complaints and appeals policy of AMI provide an avenue for students to address their complaints and appeals to AMI Management and have them dealt with in a constructive and timely manner. If you have a complaint or wish to appeal an assessment decision, please see [page 14](#) or download the Complaints or Appeals form from our website.

## **2. Disciplinary Procedures:**

Students who are unruly, offensive or conduct themselves in a disrespectful manner toward AMI staff or fellow students will be offered one warning to desist their behaviour after which continued behaviour will result in their enrolment being cancelled.

## **3. Access and Equity:**

AMI is committed to providing training and assessment services to all clients regardless of race, religion, sex, socio-economic status, disability, language, literacy or numeracy. Special client needs will be identified through initial contact with reception staff, receipt of application materials, and orientation events prior to the commencement of training and or assessment. All AMI staff in following AMI access and equity procedures must follow the principles of fairness and flexibility in workplace assessment.

## **4. Student Records:**

AMI is committed to implementing best practice in its records management practices and systems, responding in a timely manner to all requests of information from present and past students. All staff employed by AMI will be required to apply themselves to the provisions of the Privacy and Protection of Personal Information Act 1998.

# Code of Practice (continued)

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## **5. Legislative Compliance:**

AMI Management and staff conducts periodic reviews to ensure that it is compliant with all state and federal legislative requirements for RTO's including but not limited to OH&S, Harassment, Discrimination, Equal Opportunity and Vocational Education and training legislation.

## **6. National / Mutual Recognition:**

AMI recognises qualifications and statements of attainment issued by any other Registered Training Organisation under the Australian Qualifications Framework.

## **7. Recognition Of Prior Learning**

Recognition of Prior Learning (RPL) is offered to all students enrolling in AMI. Where sufficient documentation is provided AMI will provide credit transfer to enrolling students. AMI recognises all current competencies held by students from other Nationally Recognised Training Organisations. If a student would like to pursue RPL please speak to Reception at time of Enrolment.

## **8. Training and Assessment Services**

AMI management and staff are committed to providing Training and Assessment services, resources, support and equipment in a condition and environment that is conducive with achieving competency in the units of study undertaken.

## **9. Issuance of Statements of Attainment and Qualifications**

AMI will issue within 30 days the qualification and/or statements of attainment achieved by enrolled, fully paid students. AMI will provide ongoing assistance to enquiring students with regard to their record of achievements and statements of attainment.

## **10. Financial Management**

AMI applies sound and accountable financial practices within its day-to-day operations and maintains its adherence to equitable refund policies.

## **11. Client Feedback**

AMI is committed to securing and reviewing advice and feedback from all its students and stakeholders involved in the delivery of its Training and Assessment services.



# Code of Practice (continued)

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## **12. Marketing Accuracy**

AMI Management and staff are committed to marketing its training and assessment services in an accurate, ethical and responsible manner ensuring that all clients are provided with timely and necessary information.

## **13. Occupational Health And Safety (OH&S)**

AMI is committed to maintaining a safe and healthy environment for staff, students and visitors. This means that staff, students and visitors have a responsibility to conform to the policies implemented by the Training Provider. All staff/contractors are aware of these policies, and will be discussed with students during orientation, as appropriate.

## **14. Trainees Have A Responsibility To:**

14.1 Observe Occupational Health and Safety requirements

14.2 Ensure they are not, by use of alcohol or drugs, in a state which may endanger their own or others' safety.

14.3 Notwithstanding any of the above, neither Australasian Maritime Institute nor its Trainer/Assessors are liable in any way for the health and safety of clients in the client's own place of work.

## **15. Examples Of Unacceptable Behaviour**

Unacceptable behaviour includes, but is not limited to the following descriptions:

- Disobeying any reasonable direction by a AMI Staff and Trainer/Assessor
- Discrimination and harassment
- Bullying and intimidation
- Making racist or sexist comments
- Assaulting or attempting to assault anyone
- Behaving in a disruptive manner such as swearing, yelling or using offensive language
- Viewing or distributing offensive material via the Internet, e-mail or other means
- Illegal use of drugs or alcohol
- Vandalising or causing wilful damage to Australasian Maritime Institute's property
- Endangering the safety of themselves or others

## **16. Rights and Responsibilities work And Study**

16.1 Clients, staff and contractors at AMI have a right to study and work in an environment free from harassment, discrimination or threatening behaviour. This right is accompanied by everyone's responsibility to:

- respect the rights of others
- respect difference and diversity

# Code of Practice (continued)

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- respect people's rights to privacy and confidentiality

16.2 The right for clients to have a say is balanced with the responsibility to listen to others. Clients may expect Trainers/Assessors and support staff to:

- treat them in a fair and non-discriminatory way, and
- be professional in performing their duties

16.3 Clients have a responsibility to:

- observe site rules or behaviour guidelines set by Trainers/Assessors or other company representatives,
- behave in a manner that does not interfere with the learning of others, and
- conduct themselves in a responsible manner while in training or within an industry environment.

16.4 Violence, intimidation and harassment are not consistent with a safe and supportive learning environment and will not be tolerated





# Evacuation Procedure

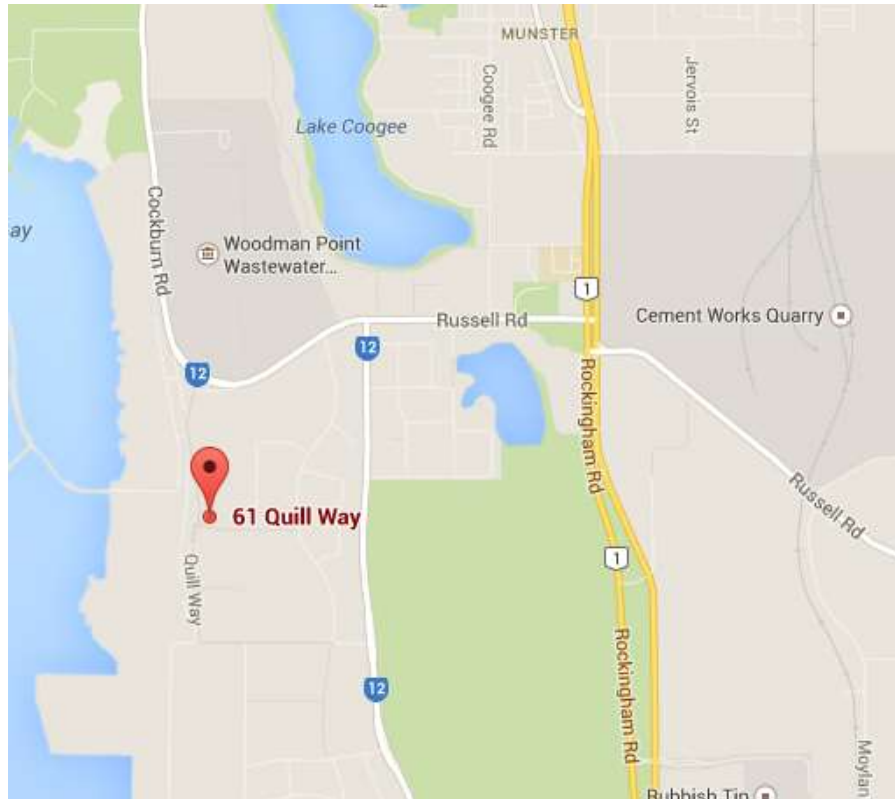
- ✚ In the event of an emergency stay calm.
- ✚ Take your lead from AMI staff.
- ✚ Australasian Maritime Institute staff are trained for such emergencies.
- ✚ No person is to re-enter the building for any reason (With exception given to the floor wardens) until the 'All Clear' has been given.
- ✚ No person is to leave the premises until the area has been cleared by emergency services.
- ✚ Stand by for emergency services
- ✚ When the 'All Clear' is given please take instructions from the Chief Warden only.



# Where We Are Located

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Lot 106 / 61 Quill Way  
Henderson WA 6166  
Ph: (08) 9410 2966



On the corner of Quill Way & Redemptora Rd  
15 mins South of Fremantle down Cockburn Road  
10 mins West of Kwinana Freeway off the Russell Rd Exit



## Accommodation

Accommodation is available at the Ship & Dock Inn, which is across the road from where we are in Henderson. Call them on (08) 9410 2278.

# WOULD YOU LIKE TO KNOW MORE

The Australasian Maritime Institute conducts several courses such as:

STCW Certificate of Safety Training

Personal Survival Techniques  
Personal Safety & Social Responsibilities  
Fire Prevention & Fire Fighting (Basic Fire)  
Security Awareness Training (SAT)

STCW Revalidation  
Offshore Incident Response Team Member  
First Attack Fire Fighting  
Elements of Shipboard Safety  
Marine Radio Licence  
Satellite Communications Endorsement

BOSIET  
HUET  
FOET  
TFOET  
TBOSIET

Confined Space Entry  
Breathing Apparatus  
Gas Test Atmospheres  
Hazardous Substances  
Lock Out / Tag Out  
Manual Handling

Shorebased Line Person  
Coxswain Grade 1  
MED 2  
Master less than 24m (MC5)



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