

DIPLOMA IN Superyacht NEW BUILDS



2013/2014

A DIPLOMA TO GUIDE YOU THROUGH THE PROJECT MANAGEMENT OF SUPERYACHT NEW BUILDS

By achieving this Diploma you will substantially enhance your expertise by developing **specialist knowledge in Superyacht New Build Management** and therefore significantly improve your level of professionalism.

A unique opportunity to achieve a Diploma recognised by a UK University to considerably **enhance your career opportunities** within the Superyacht New Build industry.

By studying this distance learning course you will **develop specialist knowledge** at a pace that suits you, without having to attend the classroom.



Supported by

Camper &
Nicholsons
International
YACHTING SINCE 1782





MARITIME TRAINING ACADEMY

Since its formation, the Maritime Training Academy has successfully offered distance learning to the maritime industry. In 2004 the Superyacht Operations Diploma was launched and has been managed and run by established professionals within the marine industry, we are constantly pushing back the boundaries of knowledge with discoveries that are benefiting the Superyacht industry. Following the success of, and the strong demand for, the Superyacht Operations Diploma the Diploma in Superyacht New Buildings has been written. Due to our rigorous academic standards our qualifications are highly respected internationally. Our tutors are practising professionals with strong academic and industry backgrounds, with sector-specific skills and practical experience.

COMPANIES THAT HAVE ENROLLED STAFF ON A MTA DISTANCE LEARNING DIPLOMA:

- Simpson Marine ■ PYA ■ Bargate Murray ■ Princess Yachts
- Watkins Yacht Management ■ Fraser Yachts ■ Edmiston
- Peter Insull ■ Ince and Co ■ Camper Nicolson Marinas
- Dohle – Yachts ■ YCO ■ Wentworth Marine ■ Amico and Co
- Oyster Marine ■ North Star Yachting ■ Top Yachts
- Megisti Blue Yacht Charters ■ Pendennis ■ Unitdome Ltd
- Avantgarde Shipyards ■ West Coast Marine ■ Charterworld
- Pure Superyacht Refit ■ Goldstar Holdings ■ Latitude Shipping Ltd
- Scenic Cruise ■ Editallied Ltd ■ Equiom Yachting Services
- The Shipowners Protection Ltd ■ Guadeloupe Yacht Concierge
- Alessandro Archibugi and Figlio SRL ■ Schmidt Ocean Institute
- Team Marine ■ Iberian Yachts Consulting SL ■ Uniteam Marine
- Simcocks Yacht and Aircraft Management Ltd ■ BWA Yachting
- Amare Superyacht Services Ltd ■ Tsunami Charter
- Camper & Nicolsons International ■ C2C Yachting

Not all companies can be listed as a multitude of private yachts up to 150m are unnamed due to privacy restrictions.

OTHER MTA COURSES AVAILABLE:

Diplomas

DIPLOMA IN
Superyacht
OPERATIONS

DIPLOMA IN
Boat Retail
& BROKERAGE

DIPLOMA IN
Yacht & Small Craft
SURVEYING

DIPLOMA IN
Ship Surveying

DIPLOMA IN
Ship Superintendency

DIPLOMA IN
Shipbuilding
AND SHIP REPAIR

Short courses

MARINE INCIDENT
INVESTIGATION

INTRODUCTION TO THE
SUPERYACHT INDUSTRY

SALES & RIGS

INTERIOR CREW

SPEED AND ANGLE OF BLOW
ASSESSMENT (SABA)

MARITIME EMERGENCY
PREPARATION AND RESPONSE

UNIVERSITY OF PORTSMOUTH

People who successfully complete our Diplomas can use them as part of the evidence offered in a portfolio for claiming Accredited Prior Learning (APL), against the University of Portsmouth's partnership programme work-based learning degrees.

OBJECTIVE

With this Diploma you will develop and deepen your superyacht new buildings management skills. You will engage with a range of exciting and challenging topics such as managing expectations, the build process, specification changes and change orders along with essential subjects such as basic and contract law, documentation, accountancy and payments. You will learn the skills required to run a Superyacht new build project efficiently and effectively.

Studying the Diploma in Superyacht New Builds is applicable to Captains, Senior Crew and Engineers, Lawyers, Yacht Managers, Brokers, Refit Managers, Owners Representatives and Ship Yard Employees.

AUTHORS AND TUTORS

With study material being written by our authors, who are experts in their specialist fields, we deliver flexible learning, providing outstanding teaching as a result of extensive research and close links with the superyacht industry.

HOW WILL STUDYING THE DIPLOMA IN SUPERYACHT NEW BUILDS HELP MY CAREER?

With changing employment and lifestyle patterns, lifelong learning has become more relevant. Becoming a Diploma student enables you to explore your interests and develop your skills alongside work and personal commitments.

Studying this Diploma is a great way to boost your career prospects. Many students study to develop themselves in their existing role, while others study with a complete change of career in mind.

Employers large and small understand that studying part time while managing work and personal commitments shows determination, adaptability, motivation and a high level of organisational and problem-solving skills – qualities that they value highly.

So, if you want to improve your prospects through getting a qualification we will support you every step of the way!

DISTANCE LEARNING

The inspiring thing about studying the Diploma in Superyacht New Builds is not just what you learn but how you learn. We have taken flexible learning to a whole new level. We will connect you with the things that inspire you, wherever you are and wherever you come from.

Providing high quality distance learning enables you to learn in your own time, at home, on-board or wherever you choose. We are not campus based – reading material is supplied for assignments with regular support from your tutor. We will challenge you, inspire you, stretch your understanding and make you question ideas that you have always taken for granted – it is truly world-class learning.

About 90% of our students work while they study

DIPLOMA OR CERTIFICATE

The course modular material is identical for both the Diploma and Certificate, all students are required to complete and pass the 10 student assignments. The Diploma student will also be required to sit a 3 hour written examination once they have completed their assignments. The Diploma is recognised by the University of Portsmouth as part of their prior learning portfolio and will be considered if students wish to further their education and achieve a degree through the University of Portsmouth.

FLEXIBLE STUDYING

Our flexible study means that you can vary the pace of study if life gets in the way of learning. It is preferred that you complete the Diploma in 12 months however we can offer a further 6 month extension if required.

Each module should take between 10-30 hours to complete with additional time required to complete the student assignments.

The value of study isn't just about the qualification you receive at the end; it's the way it can change your life as a whole.

TUITION OUTSIDE THE UK

Tutorial support will be provided by online forums and email. There may be an opportunity for a face-to-face tutorial meeting depending on the number of students in your area, you may also be able to organise your own informal student support group.

VALUE FOR MONEY

We make sure great learning is also great value, so our tuition fees don't just cover high quality education; they also include support from highly experienced and knowledgeable tutors, access to our online forum and job vacancy listings.

Studying with us costs less than studying with UK campus based Universities or the Open University, especially as you won't need to move away or incur extra expenses for accommodation and travel. Also, because you have the flexibility to carry on working, you can earn while you learn.

WE MAKE LEARNING AFFORDABLE

Investing in your own future may be one of the best decisions you will ever make, but finding ways to pay tuition fees can be a challenge. That is why we ensure you have fee support through our payment plan service.



“ Professional, capable captains and crew are key to the industry as it moves forward and a new generation of superyacht owners enters the market. ”

Toby Allies Sales and Marketing Director at Pendennis in Superyacht Report June 2012

SUPPORT

You'll enjoy full support throughout your studies, with module tutors to guide, advise and offer comprehensive feedback on your course work. Support is offered by MTA staff and fellow students at tutorials, or as part of the global community of students who can be reached through online student forums and social media sites.

YOU ARE NEVER ON YOUR OWN

Although you work in your own environment, you'll never be on your own. You'll have the opportunity to meet your fellow students in tutorials and online forums. There are growing informal networks and peer groups on Facebook, LinkedIn and our own networking portal.

WORK FULL TIME AND STUDY PART TIME

Most Diploma students work full time and study part time. This flexible route to earning a qualification allows you to do as much study as you can, alongside your job.

Building your experience and qualifications at the same time also shows employers how committed you are.

WORK BASED QUALIFICATION

It's likely to be the first course or qualification you've done in the project management of Superyacht New Builds and it's a good way of getting accreditation in what you're already doing.

STUDENTS LOVE STUDYING WITH US

We welcome all students. If you think you've got what it takes to study with us, then so do we. There is no doubt that studying the Diploma in Superyacht New Builds takes hard work and dedication, so you do need determination and commitment.

ARE THERE ANY ENTRY REQUIREMENTS?

You do not need any formal qualifications to study with us because we believe anyone who is keen to succeed should have the opportunity to study.

COMPUTERS AND E-LEARNING

Using computers and the internet to enhance your study is an essential part of our study programmes. In order to study with us, you will need a computer and regular and reliable access to the internet.

ENGLISH FOR LEARNING

This Diploma is taught in English, so you will be asked if you are a competent user of the English language to ensure that you are able to study at higher education level.

Whatever your ambitions, make this the year you start to achieve them!

“New Building material, but also new build and work practices, continue to evolve at a fast pace, and keeping up with technology is more important than ever.”

As quoted in the Superyacht Report June 2012 by an Owner's Representative



INTEREST FREE PAYMENT PLAN	Diploma Option	Certificate Option
Total cost	£2,300.00	£1,550.00
34% upon registration	£782.00	£527.00
33% 3 months after registration	£759.00	£511.50
33% 6 months after registration	£759.00	£511.50

VAT will be added at standard UK rate where applicable

Individual Modules

Modules are also available for individual purchase. These are priced as follows:

£250 - Module content only

£400 - Module content, assessment and certification



EXAMINATION

Dates – 2014 and 2015

Venue – London

Overseas students - For overseas students unable to attend our London examination centre, alternative arrangements can be made to sit the exam in their country of residence. Any additional fees for making these arrangements will be your responsibility.

DATA PROTECTION

We record your personal information when you contact us and use this to manage registration, study, examination and other services. When you register, we'll tell you more about how we process and use your personal information.

WHEN TO APPLY

Register as early as you can for a 1st October 2013 start.

The registration period will be kept open from 1st October 2013 until the 31st March 2014, students can start from the point of enrolment after the 1st October 2013 and all students will have a minimum of 12 months to complete the course.

HOW TO ENROL

Complete the application form and send with your payment for the course to MTA, Peel House, Upper South View, Farnham, Surrey, GU9 7JN, England.

Email: info@maritimetrainingacademy.com or

Fax to +44(0)1252 732221

FEES AND FINANCE

You can pay for your fees either up front, by bank transfer, credit or debit card, or by instalments using our payment plan.

CORPORATE PACKAGES

Whatever your company size, we can offer a range of corporate packages, tailor made to suit your business needs and training budget.

PAYMENT PLAN

To help you fund your study costs we offer an interest free payment plan which means you won't have to pay all your fees in advance.

CONTACT POINTS FOR ADVICE AND REGISTRATION:

Course Enquiries

Gemma Humphreys

Tel: +44 (0)1252 732220

Email: gemma.humphreys@maritimetrainingacademy.com

Registration Administration

Michelle West

Tel: +44 (0)1252 732227

Email: michelle.west@maritimetrainingacademy.com

Central Office

Tel: +44 (0)1252 732220

Fax: +44 (0)1252 732221

Email: info@maritimetrainingacademy.com

WWW.MARITIMETRAININGACADEMY.COM

COURSE CONTENT

MODULE 1

An Introduction to Superyacht Building

- General background to the Superyacht industry
- Design, Contract and Tender
- Construction
- Buying a superyacht to refit
- Classification
- Flag state
- Builders and yards

MODULE 2

Basics of Project Management

- Starting - Beginning and controlling a project
- Understanding the four phases of a project
- General management of a project
- The basic mechanisms involved in project management
- Creating and maintaining schedules
- Managing the team
- Project Manager - health and safety responsibilities
- Agile project management (APM)
- Why successful projects can fail

MODULE 3

Contract Law

- Contract - the fundamentals
- Offer and acceptance
- Consideration
- Intention to create legal relations
- Formalities
- Third parties
- Vitiating factors
- Contract - the terms
- Implied terms
- Interpretation
- Exclusion clauses and limitations of liability
- Variations
- Performance, discharge and breach
- Consequences of breach
- Letters of intent
- Yacht construction agreements
- Waiver and the right of inspection
- Entire agreement clauses
- Time of the essence, delay, force majeure and the prevention principle
- Liquidated damages
- Dispute resolution

MODULE 4

Managing Expectations

- Managing the owner's expectations
- Reporting to the owner effectively
- Your role and responsibilities as the owner's representative and Captain
- Maintaining a good relationship with the build yard and the sub-contractors
- Quality assurance and quality control systems

MODULE 5

Changes and Change Orders

- External influences
- Cost and time impact
- Contractual issues
- Documenting change orders, cost impact and timeline management
- Record keeping
- Meetings and minutes
- Notes of protest

MODULE 6

Build Process

- An overview of the building process
- Materials selection and management of suppliers
- Selection of sub-contractors
- Direction and control of sub-contractors
- Owner supplied equipment
- Personnel management – when to bring in the crew
- Specialist help

MODULE 7

Accountancy and Payments

- Financial policy
- Bookkeeping
- Accountancy
- Budgeting
- Costing
- Cash management
- Internal controls
- Auditing
- Value Added Tax
- Corporate ownership
- Anti-money laundering
- Payment terms and stage payments - disagreements

MODULE 8

Building the Yacht

- Hull
- Engine
- Systems
- Interior
- Paint
- Toys
- AV
- Rigging and sails
- Safety equipment
- Safety management systems
- The build to cruising transition
- Planning the operation of the yacht

MODULE 9

Documentation

- Build process documentation
- The importance of a paper trail
- Record keeping, change orders, work completion and sign off
- The role of the class and flag surveyors in the process
- Documentation of disagreements
- Quality control
- Stage payments

MODULE 10

Project Completion and Acceptance

- Fault finding and the snagging list
- Commissioning and basin trials
- Sea trials
- Handover and delivery
- Warranty and guarantee period
- Pitfalls of the first season

“ One aspect of owner support is the increased professionalism amongst crew. As is well known, crew can make or break the ownership experience, and continued importance must be placed on the training and support of professional career crew, training and progression based on performance and experience are critical. ”

Captain Mike Hitch in Superyacht Report June 2012

THE COURSE

Teaching Method The course is delivered by distance learning.

Delivery of Modules Modules and any other materials are available online via student login.

Every effort will be made by the organisers to upload the modules monthly but due to unforeseen circumstances they cannot be held liable for any delays.

The modules provide the basic knowledge for the whole course, you will also be required to read around the subject using the recommended reading list.

Course Duration Commencing the 1st October 2013 you have a minimum of 12 months to complete the modules and sit the exam.

Course Language The course will be conducted entirely in English, in verbal and written format.

STUDENT ASSIGNMENTS

Student Assignments One submitted with each module. They are a compulsory element of the course and must be completed six weeks prior to the exam.

Self-assessed Questions Some modules contain self-assessment questions designed to help candidates consolidate their knowledge.

THE EXAMINATION

Exam Dates **October 2014** and **April 2015**. A 6 month deferral is available upon application.

Exam Length Three hour written examination.

Sitting Overseas Arrangements can be made for candidates to sit the exam in the country of residence, subject to available support facilities.

Certificate Candidates who successfully complete the compulsory student assignments, will receive a certificate.

THE MARKING STRUCTURE

Student Assignments Constitute 27% of the final mark.

Examination Constitutes 73% of the final mark.

Pass Mark For the Diploma examination is 75%. For the student assignments a minimum mark of 40% is required.

THE MODULES

Presentation Each module is designed to be self-contained. However, we highly recommend that candidates make every effort to increase their knowledge by reference to other sources.

Recommended Reading A reading list will be provided with each module where applicable.

TUTOR SUPPORT

Seminars There will be two tutorial seminars, on **October 2014** and **April 2015** held in the UK. They are not compulsory but are beneficial and are an excellent opportunity to meet fellow students, authors and tutors.

Tutors & Authors To support you during your studies, tutors and authors are available to help with any questions or technical queries by e-mail and student forums.

Administration For matters relating to enrolment, payment of fees, change of enrolment details, module mailings etc, contact the Course Manager on E-mail: info@maritimetrainingacademy.com Tel +44 (0)1252 732220 or fax on +44 (0)1252 732221

STUDYING TIME

Modules We recommend 10 to 30 hours study time per module, with additional time being set aside for completing the student assignments.

COURSE FEES

Payment Payment must be made upon application by cheque, bank transfer or credit card. Fees will be refunded in full should applications be declined.

Certificate Fee The basic course fee is **£1,550.00**. This includes the 10 modules as pdfs and marking of the student assignments.

Diploma Fee For Diploma candidates the fee is **£2,300.00**. This covers the 10 modules as pdfs, student assignment marking, examination costs and the issuing of a Diploma.

Printed Modules Fee Modules are available in hard copy format with payment of an additional fee of £300.

Air Courier Fee For an additional fee of £200. This is recommended for candidates in areas experiencing problems with their mail/postal system. Other overseas mail will be mailed by air. Nothing is sent surface.

Extension Fee If you are unable to complete the course in the 18 months allocated, you can apply for a further 6 months extension for £250.

Re-Registration Fee We offer re-registration onto the course for lapsed students at 50% of the course costs. You will have the opportunity to re-submit any student assignments or carry any existing marks forward into the new academic year to be counted towards your final exam results.

Resit exams You are entitled to re-sit your exam once at a fee of £250.

Not included in the fees Any travel, food or hotel accommodation required.

Discounts Available for group registrations. Please contact MTA for details. Tel:+ 44 (0)1252 732220 or E-mail: info@maritimetrainingacademy.com

Payment Plan Available to help spread the cost of the course over a 6 month period split into 3 equal payments. Please see our website for more information or contact the Account Manager on +44 (0)1252 732220.

HOW TO ENROL

Complete the application form and send with your payment for the course to MTA, Peel House, Upper South View, Farnham, Surrey, GU9 7JN England. Email info@maritimetrainingacademy.com or Fax to +44 (0)1252 732221

PAYMENT METHODS

Cheque Made payable to MPI Group.

Bank Transfer MPI bank account at: National Westminster Bank, 19 Shaftesbury Avenue, London, W1A 4QQ, UK Account No. 06532381 Sort Code: 56-00-29

Credit Card Include number, card type, issue and expiry dates, security code and address of the card holder.

VAT will be added at standard UK rate where applicable. Please contact us to confirm if VAT will be applicable.

Reclaim Companies outside the UK may be entitled to reclaim this cost and need to contact their local tax authorities.

CANCELLATION POLICY

Terms Cancellations must be received in writing before the start date of the course. Course fees less an administrative charge of £500 will be refunded.

Exceptions Cancellations made after the start date of the course will only be considered in exceptional circumstances and will be at the discretion of the Course Director.

The content of the course is subject to change at the discretion of the Course Director.

“ We are dealing with an ever-growing number of owners with almost no experience or understanding of Yachts. ”

As quoted in the Superyacht Report June 2012 by a Yacht Designer

DIPLOMA IN Superyacht NEW BUILDS



APPLICATION FOR ENROLMENT

Please complete in black ink and capital letters

PERSONAL DETAILS (Photo identification required)		
Surname:	Forename:	Title:
Sex: M/F	Nationality:	Country of Permanent Residence:
CONTACT DETAILS		
Correspondence Address:		
Tel No:	Fax No:	
E-mail:	Mobile:	
Company/Employer:	Your Position:	
Work Phone No:	Work E-mail:	
EDUCATION/EXPERIENCE		
Please attach a copy of your CV		
HOW DID YOU HEAR ABOUT THE COURSE		
1. Publication (please state)		
2. Event (please state)		
3. Website link (please state)		
4. Word of mouth		
5. Institute: PYA, MYBA or other (please state)		
6. Other		



Please return this form to: MTA, Peel House, Upper South View, Farnham, Surrey GU9 7JN
Tel: +44 (0)1252 732220 Fax: +44 (0)1252 732221 Email: info@maritimetrainingacademy.com

DIPLOMA IN Superyacht NEW BUILDS



APPLICATION FOR ENROLMENT

FINANCE fees due with application		FEES DUE
<input type="checkbox"/> I am taking the Diploma option		£2,300.00
<input type="checkbox"/> I am taking the Certificate/interest only option		£1,550.00
<input type="checkbox"/> I would like printed modules sent		£300.00
<input type="checkbox"/> Courier service		£200.00
VAT will be added at standard UK rate (20%) where applicable		=
TOTAL: £		

INVOICE			
Please send me an invoice (tick)	<input type="checkbox"/>		
Please send my company an invoice to the address below (tick)	<input type="checkbox"/>	Company VAT number	<input type="text"/>
Company address	<input type="text"/>		
<input type="text"/>			

TICK HERE	PAYMENT Choose one of the following payment options		
<input type="checkbox"/>	I enclose a cheque for:	<input type="text"/>	made payable to MPI Group (Cheques must be in pounds sterling and drawn on a British bank)
<input type="checkbox"/>	I am making a payment directly to the MPI Group bank account at:	MPI Group, National Westminster Bank Plc, 19 Shaftesbury Avenue, London, W1A 4QQ, UK Account No: 06532381 Sort Code: 56-00-29 Swift Code: NWBK GB2L IBAN: GB35 NWBK 5600 2906 5323 81	
<input type="checkbox"/>	Credit Card (tick one)	VISA <input type="checkbox"/>	MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/>
	Card Number:	Expiry Date:	Valid Date:
	Holder's Name:	3 Digit Security Code:	
	Billing Address (if different to application):		
	<input type="text"/>		

DECLARATION I confirm that the statements made by me on this form are correct:	
Signed:	Dated:
<input type="text"/>	<input type="text"/>
Data Protection: We would like to keep you informed of MPI Group's products and services and may also from time to time make your details available to carefully screened companies who may be of interest to you. However, if you specifically do not wish your details to be used, please tick here:	
<input type="checkbox"/>	



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