

Developing an industry training plan

**This guideline is for operators who are developing an
industry training plan**



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Last updated: 4 May 2015

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1. Overview

Maritime New Zealand (MNZ) recognises that there are organisations that operate small vessels from time to time as a minor part of their overall business. Given the limited nature of the maritime operation within these organisations, the people who operating these vessels are unlikely to have enough “sea time” to meet the requirements of a seafarer certificate issued under Maritime Rule Part 32.

Maritime Rule Part 35 Subpart D allows organisations to operate small vessels with existing experienced staff, and to train new staff, who may not be eligible for a commercial certificate of competency, but who are suitably trained and experienced in the maritime operations of the organisation.

The rule applies to the operation of vessels of 6 metres or less in length overall, or non-passenger boats of 15 metres or less in length overall which are not fishing boats and which operate only within restricted limits.

Under this rule, the Director of MNZ may issue an organisation with approval to provide training and issue industry-specific certificates. The organisation’s training plan is assessed against set criteria to achieve this.

Disclaimer:

These guidelines provide information and explanations about the requirements set out in the maritime rules, but are not a substitute for the rules themselves, which are the law. These guidelines refer to provisions in the Maritime Rules Part 35, Training and Examinations. The Director of Maritime New Zealand (MNZ) will grant a certificate only when satisfied that all requirements have been met. In this guideline, any references to ‘we’ or Maritime New Zealand (MNZ) relating to a decision about the issue or renewal of any seafarer certificate are references to the Director or a person acting under the Director’s delegated authority.

maritimenz.govt.nz/rules

1.1 About your training plan

The industry training plan describes the details of the training to be offered in order to issue industry-specific certificates. It describes how the training programme fits into the organisation and who is responsible for its management and oversight.

Our industry training plan template will help you to develop your training plan.

1. Overview (continued)

1.2 Our role – assessing your application

We are responsible for assessing your application for approval to issue industry-specific certificates.

We will check that

- the maritime operation of the organisation is safe
- risks to maritime safety have been taken into account
- the training framework is appropriate for the applicant's maritime operation and meets the requirements set out in Maritime Rule Part 35.72
- the applicant meets the requirements under section 41 of the Maritime Transport Act.

1.3 Maritime Rule Part 35 – Subpart D

Maritime Rule Part 35 Subpart D provides for approval of industry organisations to issue industry-specific certificates relating to certain small craft.

The rule describes:

- how to apply for approval to issue industry-specific certificates
- the requirements for the training framework.

Maritime Rule Part 31: Crewing and Watchkeeping refers to certificates issued under Part 35 Subpart D in tables 14 and 15. These tables specify the crewing requirements for non-passenger ships in inshore limits and enclosed limits. The length overall for vessels requiring industry specific training certificates issued under Part 35 should be less than 15m, not less than 6m as stated in Rule Part 31.

To learn more about this rule, refer to Maritime Rule Part 35 on the MNZ website.

maritimenz.govt.nz/rules

2. Training plan requirements

An application for approval needs to describe the training the participants will undergo, the minimum maritime experience required to undertake the training, and the restrictions which will be placed on the certificate when issued.

MNZ may choose to inspect the premises and the training facilities of the organisation prior to approval being granted. This will assist us to check that risks associated with the operation, including health and safety risks, have been identified and steps taken to address those risks.

2.1 Contact details

The approval to issue industry-specific certificates is a maritime document. You need to provide the full name of the applicant. This may be a person or a legal entity. The holder of the approval must be a fit and proper person.

This section asks for the contact people within your organisation for this application. The main contact person is the person MNZ will contact if we require any further information.

Provide the name of the person responsible for managing the organisation only if they are not the main contact person. For example, there may be a chief executive or a director of the organisation who does not run the training programme.

2.2 Overview of the organisation providing the training

In this section, you need to describe the purpose of the organisation and the type of work the industry-specific certificates will cover. For example, the organisation may be a Regional Council responsible for the testing of water quality in various rivers and lakes. The certificates you issue certify that the person taking the water samples has enough knowledge and competence to carry out water sampling safely.

Include a description of the geographical area of the maritime operation of the organisation and operating area(s) that apply. You may choose to mark these areas on a chart or a map.

Describe how the training programme fits into the organisation and who is responsible for its management and oversight. For example, the environmental service group is responsible for training operators in water quality testing.

2. Training plan requirements (continued)

2.3 Training framework

The training framework gives the detail of what and how people are trained to carry out the organisation's maritime operation.

Industry-specific certificate course details

Give the title of the industry-specific certificate you will be issuing. For example, permit to operate council vessels or marina tender operator's certificate.

At the end of the training, the holder of the certificate will be able to perform a number of functions relevant to the maritime operation of the organisation. List the industry-specific functions the course will cover. For example:

- practical boat handling
- operation, care and maintenance of the engine
- safe operating procedures
- vessel launch and recovery
- basic first aid training
- VHF radio operation
- towing trailer boats on the road

List the risks involved in the operation of any vessel to which the industry-specific certificate relates. The following questions will guide you.

- What could go wrong during each stage of the maritime operation (eg launching the vessel, capsize, engine failure, etc)?
- What are the risks if there is bad weather, rough seas or other environmental hazards?
- What human factors could cause a problem (eg fatigue, illness, drug or alcohol use)?
- What hazards are on board the vessel (eg loose equipment, slipping on a wet deck, etc)?
- Do you carry any dangerous goods or items that could harm someone (eg cleaning fluids, spare fuel, sharp objects)?
- What hazards are associated with the equipment you use to carry out the business of the operation?

Using the answers to the questions above as a guide, describe the training you will provide to enable participants to recognise and avoid or respond to the risks identified. For example, safe operating procedures for the equipment used.

Trainers

MNZ needs to know who the trainers are and what skills, qualifications and experience they have. You can either list the individuals and their experience in the template, or list the names and attach a copy of their CV.

The trainers need to keep up to date with maritime rules and regulations. If they have a certificate of competency issued by MNZ, this will need to be current.

2. Training plan requirements (continued)

2.3 Training framework (continued)

Training

In this section you need to describe how the training will be given. The following questions will guide you.

- Which parts of the training will be classroom based and which parts will be carried out on board a vessel or in a practical setting?
- What is the length of time for the delivery of the training (eg 2 hours a week for 6 weeks)?
- Will any of the training be undertaken in darkness?
- How will the applicants be assessed (eg written exam, practical test)?

Attach a copy of your training programme or schedule.

Trainee requirements

List the minimum number of hours of boating experience required for the granting of the industry-specific certificate. The number of hours should be appropriate to the risk of the operation.

List the medical checks and eyesight tests that the trainee needs to have met before they can do the training. This may be a certificate of medical fitness issued by a medical practitioner. A general eyesight test may be required or perhaps a colour vision test.

In some circumstances, an employee may already hold a certificate that is equivalent to the certificate your organisation will be issuing. For example, a certificate of competency issued by MNZ (such as Skipper Restricted Limits), or a Coastguard Boatmaster certificate.

Explain how certificate holders can maintain their level of proficiency. For example, do they need to complete the course again every so many years or is there a shorter “refresher” version of the course they can complete? Do they have to do the maritime operational work for a certain number of hours each year?

2. Training plan requirements (continued)

2.4 Vessel details

MNZ needs to know the details of the vessel being used in the maritime operation of the organisation. Maritime Rule Part 35 Subpart D allows for the operation of vessels of 6 metres or less in length overall, or non-passenger boats which are not fishing boats, of 15 metres or less in length overall and which operate only within restricted limits.

Some vessels used by the organisation may be regulated by other maritime rules (for example rule 19 MOSS) and therefore have to meet specific maritime regulations.

Provide as much information as you can. You may choose to include a photo of the vessel(s) as part of your application. As a minimum, include the following:

- vessel name (and MNZ number if it has one)
- type of vessel (eg work boat, RIB)
- overall length
- type of engine used and its power (HP or kW)
- the number of people the vessel will carry during the training.

2.5 Certificates to be issued to trainees

MNZ needs to know who will be issuing the certificates to the trainees. These people need to meet the fit and proper person requirements outlined in the Maritime Transport Act. They will need to complete the fit and proper person and consent to disclosure forms.

Give the name, position and contact details for each person who will be issuing the certificates. If you have more than three people, copy the page as many times as you need to.

Attach a sample of the certificate you will be issuing to trainees. The following information should be included on the certificate.

- Title of certificate
- Name of organisation issuing the certificate
- Name of certificate holder
- Date of issue
- How long the certificate is valid for
- Any conditions that apply (eg operating limits, daylight hours only)
- Name and position of person issuing the certificate
- Signature of the person issuing the certificate

3. Contact us for help

If you need more information about the requirements for your industry training plan, or If you can't find the information you need, send us an email:

operators@maritimenz.govt.nz

Tell us what you need help with and remember to include your contact details (email address and phone numbers).