

MARINE STUDENT HANDBOOK

AUSTRALIAN BOATING COLLEGE RTO 3399

P.O. BOX 106 MAPLETON QLD 4560

ABN 43080057923

PH: 07 5476 2573

E: abcboating@bigpond.com

Web: www.abcboating.com

This handbook contains important information about your marine licence course. Each state has special rules on who can apply for a licence, and the process. Please read the information within, and contact our closest centre if you have further questions.

ABOUT THE QUEENSLAND BOAT LICENCE COURSE

The course is usually run in one day. At its completion, participants receive a completion certificate which you can present to Queensland Transport, whereupon a licence will be issued. You will also be given a set of high quality color notes which are an excellent reference guide, and are yours to keep.

Our instructors are commercial mariners, who also hold national training qualifications. More importantly, boating is in their blood, and most of them go boating on their days off!

During the course you'll practice a whole range of tasks while driving our vessel, and become familiar with docking, mooring, and low and high speed manoeuvring. You'll also do practical exercises such as chart work and trip planning, and gain the required knowledge of Queensland's marine regulations to be a competent skipper.

Topics Covered

- Queensland marine regulations
- Collision avoidance rules
- Safety equipment
- Navigation
- Aspects of anchoring
- Trip planning
- Managing emergencies
- Weather and tides
- Engine and boat maintenance
- Marine radio

ABOUT THE QUEENSLAND PWC LICENCE COURSE

To obtain a PWC licence you need to have first obtained your Recreational Marine Drivers Licence (boat licence).

There are two aspects to obtaining your PWC licence: 1. Theory, & 2. Practical

1. Theory

To prepare for the PWC licence multiple choice assessment questions, please view our [PWC study material](#) (pdf, 230k), and study it. It contains the theory information you need for your PWC assessment.

2. Practical

When ready to go for your PWC licence test, please contact our closest training centre to arrange a time. You can provide your own PWC (must provide proof of insurance), or many of our areas have PWC's available..

If you have never ridden a PWC we'll train you how to operate it, and in a constructive process bring your skills to the required level. We'll be on the water with you, either on an attendant PWC or boat, or on your PWC, and be able to offer advice and instruction. Allow an hour and a half for the assessment and administration

Outcomes

At the conclusion of the QLD PWC Licence Course you'll receive a Satisfactory Course Completion Certificate which can be presented to Queensland Transport to obtain your PWC licence.

ABOUT THE NSW BOAT LICENCE

To obtain your boat licence, you need to have:

- practical boating experience
- attained the required knowledge of boating rules and regulations
- passed the theory exam

The whole process can be achieved in just one day by attending our approved course. We'll take you through the theory and do the examination, and take you on the water and deliver comprehensive training and assessment to the standards required by NSW Maritime.

If you also want your PWC licence, we can incorporate that on the day and you can do the PWC assessment on the day. The PWC training and assessment is theory only.

When you successfully complete the assessments, we'll provide you with a Satisfactory Course Completion Certificate and a Licence Application Form, which you can take or mail to Maritime to obtain your boat or PWC licence, no further testing is required.

This is the simplest, quickest and most efficient way to gain your licence.

Every student receives a copy of our high quality color notes, which include the state boat and PWC rules for NSW, VIC, and QLD. These notes are the best in the country and cover everything a new skipper needs to know.

The other way to obtain the practical boating experience component can be achieved by doing our 4 hour theory seminary and then logging 3 separate boat trips, under the supervision of a General Licence Holder who has had a General Powerboat Licence for a minimum of 3 years. Your supervisor will sign the log book and this must be presented along with our Course Completion Certificate to Maritime to obtain your licence. The Course Completion Certificate is given to you after successfully passing the theory examination. If you choose to go this way, you can come to us just for the theory seminar and theory examination, before or after you do the log book. It's better to do the theory seminar with us first, so you can receive proper training on the rules before you start out on the water.

In other words we offer the full day course. We also offer half day or evening theory seminars. Check the training centre schedules on this site for details. So whichever way you want to gain your licence, we offer the service you need.

WHAT TO BRING

You'll need to bring along suitable proof of identity. Eg drivers licence, passport.

Persons aged 12-16 years must bring a birth certificate, either original or a certified copy. Their parent or guardian is also required to show proof of identity.

If you're doing the practical session you'll need suitable clothing, hat, sunglasses, sun lotion.

TOPICS COVERED

NSW marine regulations	Collision avoidance rules
Safety equipment and how to use it	Navigation
Anchoring	Trip planning
Managing emergencies	Weather and tides
Engine and boat maintenance	Marine radio

Candidates who have significant problems with understanding, reading or writing English are advised to contact their local NSW Maritime office, where interpretative services can be made available.

ABOUT THE NSW PWC LICENCE PROCESS

To obtain a General or Young Adult PWC licence you need to have first obtained your General or Young Adult Power Boat Licence, or have successfully passed your test for a General Power Boat Licence. In other words the PWC course may be completed on the same day as your boat licence course.

The PWC course is approximately one hour's theory, including examination.

The exam comprises 15 questions, of which 12 must be answered correctly.

ABOUT THE VICTORIA LICENCE COURSE

The *Australian Boating College* course is a nationally recognised Licence Course. At its completion, participants receive a certificate which they can present to Vic Roads, whereupon a licence will be issued. No further testing is required. It's the safest and best way to obtain your licence.

Personal Watercraft Operators can also sit the course to obtain not only their General Boat Licence, but also their PWC endorsement to operate Personal Water Craft. No further PWC exam will be required after the course.

If you choose to do the practical session, and we advise you to if you're new to boating you'll practice driving our vessel, and become familiar with general navigation, man overboard drills, docking, mooring, and low and high speed manoeuvring. Our instructors are commercial mariners, who also hold national training qualifications.

WHAT TO BRING

You'll need to bring along suitable proof of identity. eg drivers licence, passport, credit card, medicare card. Photographic Drivers Licence or Learners Permit OR one Primary and one Secondary. For information about evidence requirements for Primary and Secondary identity documents refer to the link below [VicRoads: Evidence of identity documents](#).

If you're doing the practical session you'll need suitable clothing, hat, sunglasses, sun lotion.

TOPICS

The course is designed as a complete boating course, and covers:

- Victorian marine regulations
- Collision avoidance rules
- Safety equipment regulations
- Duty of care and how it affects you as skipper
- Navigation
- All aspects of anchoring
- Trip planning
- Handling emergencies
- Weather and tides
- Engine and vessel maintenance
- Marine radio Group \$\$ discounts for 4 or more people are available.

ASSESSMENT

Assessment on the day is via a Multiple Choice Questionnaire. Two attempts on the same day are offered for candidates who are unsuccessful on the 1st attempt. If unsuccessful after the 2nd attempt, the instructor will organise with you for more training and you can re-sit the exam on another day.

ELIGIBLE APPLICANTS FOR A LICENCE

Pursuant to regulation 30 of the Marine Safety Regulations 2012 (Vic) the following persons are not eligible to apply for a marine licence:

- A person who is disqualified from obtaining a marine licence, during the period of that disqualification
- A person who is the holder of a marine licence that has been suspended, during the period of that suspension
- A person who is disqualified from obtaining a licence or other authority to be the master of or to operate a recreational vessel under
 - the law of another State or Territory, or
 - the law of another country, in circumstances which, if they occurred in Victoria, would have resulted in the person being disqualified from obtaining a marine licence in Victoria
- A person who is the holder of a licence or other authority to operate a recreational vessel issued by another State or Territory that has been suspended, during the period of that suspension

Applicants should note that they will be required to meet the health requirements for operating a car, motorcycle or boat and this may include further testing where appropriate.

PRIVACY POLICY

PERSONAL INFORMATION

Australian Boating College is committed to protecting and maintaining the privacy, confidentiality, accuracy and security of your personal information.

As a Registered Training Organisation, we comply with the Australian Quality Training Framework Standards and have documented and implemented policies and procedures to assure the integrity, accuracy and currency of our records including:

- ensuring that, except as required under the AQTF Standards or by law, information about a client is not disclosed to a third party without the written consent of the client;
- access by clients to their personal records.

Forms are available from Head Office for requesting access to or disclosure to nominated third parties of personal information. All staff, trainers, and agents are bound by Australian Boating College policies and procedures and must treat a client's personal information with the strictest confidentiality.

Use of Personal Information

By enrolling into our course, personal information of clients of Australian Boating College may be used by it to:

- carry out reviews of our internal administration and operations including record keeping, risk management, accounting, archiving, systems development and testing and staff training;
- undertake planning, research and statistical analysis
- compliance with AQTF reporting and auditing requirements.

REFUND POLICY FOR MONIES PAID IN ADVANCE

In the event that you cannot attend the course, refunds are not available, however given at least 24 hours' notice your booking and payment is transferable to another date or person (max 3 transfers).

In the event that a course is cancelled by us for any reason, you have the option of transferring to another course, or a full refund.

CODE OF PRACTICE

The Australian Boating College Code of Practice is a working document, interconnected with our Policy Statements and our Student Information Book. These documents describe our courses and aim to give each student clear information about the desired outcomes.

The Code of Practice is drawn from our Policy Statements. It is a concise statement that informs students of their rights and responsibilities in accordance with required standards.

As a Registered Training Organisation, Australian Boating College has agreed to operate within the Principles and Standards of the Australian Quality Training Framework. This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations.

[Click here to download the Australian Boating College Code of Practice](#) (PDF 19KB)