

Applying for qualifications to crew commercial vessels in NSW
(version 1/03/2005)



Important

The procedures applicable to obtaining and revalidating a marine qualification from NSW Maritime are detailed in other files attached to this web site. You must read this information before applying for a certificate.

To obtain an application form or to obtain more information on any of the requirements explained here contact the NSW Maritime Marine Certification section on (02) 9563 8769 or your local NSW Maritime office.



The STEPS to obtaining a new certificate

1. Become aware of the eligibility requirements for marine qualifications including medical fitness and eyesight. It is advisable to check that you meet these standards before commencing a maritime career.
2. Obtain either a NSW RoS Book or the appropriate NMSC ROPES Books and during the acquisition of the the appropriate minimum qualifying service, ensure that you obtain the acceptable records to prove your service.
3. Have your eligibility assessed by submitting an application form to NSW Maritime with:
 - Records of service and supporting proof including a NSW-RoS or ROPES book and
 - a medical/eyesight report and
 - proof of age & identity and
 - application fee of \$41
4. Complete the required training program and appropriate short courses with a NSW approved registered training organisation.
5. Demonstrate to a NSW Maritime examiner that you meet the competency standards by passing an Orals/practical exam.
6. Prior to or on the day of your orals pay the remaining fees and provide any other outstanding documents that are required to complete the application process.



Submitting an application

The NSW Maritime application form must be fully completed when making an application for a new certificate. The latest edition is available from the web site (See - Forms – Commercial Vessels - Marine Certification) or any NSW Maritime office or phone 131256).

1. APPLICATIONS FOR EXAMINATION FOR A NEW CERTIFICATE OF COMPETENCY

Applying for a certificate is generally completed in two stages.

In Stage 1, you will need to supply ALL of the following with the completed application form especially the “**Summary of Qualifying Service**” section outlining your marine experience:-

- Proof of service (see the file “Qualifying Service FAQs” at this web site for the details)
- Proof of age and identity (using photo I.D. such as drivers licence or passport). Minimum age limits apply to the various grades of certificate. (See the file “Commercial Vessel Qualifications “ at this web site for details)
- Photos. Two, good quality, passport size, colour photos with your name and date of birth written on the back.
- Initial fee (A non-refundable part-payment of \$41 must be paid when making an application to have qualifying service assessed. Please note that NSW Maritime fees are additional to those charged by training providers (see the website file “Fees” for details).

It is strongly recommended that certified copies be made of all documents submitted with an application. Please note that photocopies of documents will not be able to be taken at a NSW Maritime office. Copies should be obtained before making your application to the Authority. The originals must be brought with you and shown to the examiner on the day of the Orals examination.

POSTAL applications **should be sent by registered mail to:**

NSW Maritime Marine Certification Section Locked Bag 5100 CAMPERDOWN 1450.

Alternatively, they can be delivered and paid for in person at any NSW Maritime Office for forwarding to Sydney. A list of addresses of NSW Maritime offices can be found in the NSW Safe Boating Handbook or elsewhere at the NSW Maritime web site.

When to Submit an Application

The short answer is – either well before you enrol in a training course, or very early into the course.

However if you don't, you need to know that it generally takes up to 4 weeks to assess an application for examination. You should receive written confirmation of the result of the assessment of your application within one month of it being received at Rozelle.

Therefore if you expect an Orals examination immediately following the end of your training course an application must be submitted at least 4 weeks prior to the end of your final training course to provide sufficient time to have your eligibility determined. Even then you run the risk of having your Orals deferred until you meet all of the eligibility requirements.

NOTE: November/December is a peak period for examinations, particularly in country locations. If you wish to be examined during November/December/January you must ensure that you have submitted your application by October 31 each year.

STAGE 2: After your eligibility has been confirmed (or at the time of making the appointment for your orals exam) you will need to supply the following:

- Evidence of completion of your training courses – unless it is one of the restricted special operations certificates it must be a statement of attainment listing the units from the recognised Maritime Industry Training Package (see the file “Training Requirements” at this website.)
- Evidence of meeting the eyesight/medical standards on a prescribed NSW Maritime form
- Two recent marine related references from people supporting your qualifying service
- The balance of the exam fees.

NOTE: You will not be permitted to undertake your Orals exam unless you have provided NSW Maritime with evidence of meeting all of the training courses specified for the grade of certificate that you are applying for.



Issue of your certificate

When you are successful and have met all pre-requisites your certificate will be processed.

You are not legally permitted to operate as a crewmember on board a commercial vessel until you have received written confirmation of a certificate number. Sometimes, applicants make employment decisions based on the completion date of their training program and subsequent orals exam. In such cases, please note that an interim certificate cannot be issued to you until your training providers can confirm in writing that you have successfully completed all pre-requisites and the Authority has had at least 3 working days to process your certificate.

When you have received your certificate check the entries for correctness and note the revalidation date. Be aware that you will need to inform the Authority of any change of address.



Revalidation requirements

Certificates remain valid for a period of 5 years from the date of passing the orals. It is your responsibility to ensure that you have met the revalidation requirements prior to the date of expiry and if you do not notify the issuing authority of any change of address you may not receive a revalidation reminder notice.

See file “Revalidation” at this website for details.