Certificate II in Transport & Distribution
(Marine Engine Driving Grade 3)

17455

Start Here!
To succeed in your studies read this Course Guide thoroughly & retain for reference.

Course Guide

Open Training and Education Network
The Maritime Studies team

Head Teacher

Chris Heeks - Master Class 1

Teachers (full time)

Nicole Allen - Master Class 4; MED 3, RYA Yachtmaster.  Mario Murzello - Master Class 1

Teachers (part time & off site)

Jason Glover - Master Class 5; MED 2, RYA Yachtmaster  Graham Haultain - Master Class 1.
Gary Wilson – Master Class 1  Don MacCallum - Master Class 1
Keefo Zehariah-Watters - Master Class 3, MED 1  Beth Higgs - Master Class 3; MED 1
David Vincent - Master Class 4, MED 2  Michael McMahon – Master 5, MED 1
John Henry - Master Class 4  Fred Hay - Chief Engineer

Student co-ordinator  Student Support

Maree Nash  Jill Ellis

How to contact us

Phone  (02) 9715 8502  Post  OTEN Maritime Studies
If calling from outside Sydney  51 Wentworth Rd
Toll free 1300 421 805  Strathfield NSW 2135
Fax  (02) 9715 8491  OTEN Web  www.oten.edu.au
Email  oten.maritime@tafensw.edu.au  Maritime website  www.oten.edu.au/oten/maritime
DET Student Portal  Login from www.oten.edu.au
OLS Website  Login from www.oten.edu.au

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www.twitter.com/OTEN_Maritime
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Introduction to your OTEN studies

Welcome to Certificate II in Transport & Distribution (Marine Engine Driving Grade 3).

This course guide will provide you with information about your course requirements and how you can make the most of your studies at OTEN.

**Study this guide thoroughly before commencing your course.**

Keep this guide handy as it provides an overview of your course as well as containing location maps for practical events.

After enrolment you will also be able to access the OLS (Online Learning Support) site which will help you to track your studies, provide additional resources and provide you with any course updates. You can login to the OLS from the OTEN home page [www.oten.edu.au](http://www.oten.edu.au) as soon as you receive your password.
Your Course

Your course is aligned to the National Maritime Training Package TDM07 and provides you with the educational pathway to obtain a MED 3 Certificate of Competency.

Certification requirements

To be eligible for the issue of a Certificate of Competency as a MED 3 you must also meet other state and national requirements in addition to successfully completing this course. These include but are not limited to the following:

a) Have attained the age of 18 years.
b) Have satisfactorily completed a declaration of medical fitness.
c) Hold a current first-aid certificate.
d) Have qualifying sea-service.
e) Have satisfactorily completed an approved training program or course within the last 5 years.

NSW Maritime Certification Section can be contacted on (02) 9563 8769, or to access information via the web, go to www.maritime.nsw.gov.au and see the crewing certification section which is located in the commercial vessels menu.

Units of Competency

Your course is made up of Units of Competency. We will usually just refer to these as Units. If you have previously completed a course at TAFE these are similar to what used to be called modules. The units of competency in your course are listed in this course guide in the Unit Table.

In order to complete your course you need to complete or gain recognition in all of the units listed in the Unit Table on Page 19.

Units of Competency are just that - Units of Competency. In the past you may have completed a course and received a grade or just a pass or fail result. Now, we are required to deem you competent. The effect of this means that assessment events are even more thorough than you may have
experienced before. There may be times that we will ask you to re-submit or re-sit part or all of an assessment event. Do not feel too badly but see this as a learning experience. We cannot deem you competent for a unit if you are lacking in any of the areas within that unit. Ultimately, this also means that you will be a better seafarer.

Each Unit of Competency is divided up into several **Elements**. In order to be assessed as competent for each unit you must demonstrate knowledge and skills in each of the **Elements** that make up the unit. Sounds complicated but not really. The Maritime Studies team at OTEN have constructed a series of assessment events for each unit that on completion mean you will have demonstrated competence for each unit.

You will find specific information on the Elements contained in each Unit of Competency in your **Learners Resource Overview** for each Unit or on the OLS student support website.

**‘Recognition’ for Unit of Competency**

Please note that you can apply for recognition for any unit within your course. However, before recognition is granted you will have to provide sufficient evidence and complete the relevant recognition application forms.

Recognition application forms for your course can be accessed from your course page from the OTEN website. Go to [www.oten.edu/oten/maritime](http://www.oten.edu/oten/maritime) and click on your course.

See the full information on recognition including the ‘Recognition for Unit of Competency (pink) forms’ which detail the Competency Elements for each unit in your course. You may apply for recognition for any unit within your course if you can provide sufficient evidence. Submit the forms together with evidence, either with your enrolment or shortly after to OTEN.

**Note**, as we issue a ‘current’ certificate, evidence provided for recognition **must** include recent evidence. If your qualifications/ previous study are more than **five** years old, you will need to provide additional evidence of currency. This may take the form of copies of recent log books, work records, reference from employer or other. If you cannot provide current evidence then you may be required to sit a challenge test, undergo a phone interview or complete the unit.

**Note**, all evidence submitted **must** be signed by a Justice of the Peace as a 'True and correct copy' of the original.
Your enrolment

After enrolment you will receive a ‘Confirmation of Enrolment’ letter from OTEN indicating the units you are enrolled in.

You should check the units in your letter against those contained in the unit table in this guide. It is your responsibility to keep track of your enrolment and make sure that you either complete or gain recognition for all units required to complete your course. If you have any queries regarding your enrolment at any stage please contact the Maritime Studies section.

If the units you are enrolled in differ to those you requested contact the Maritime Section.
Your learning materials

Maritime Learning Resources (MLRs)

OTEN Maritime provides you with several topic based learning resources known as MLRs. This is because once enrolled you will notice that there is quite some overlap of content between the various units in your course. These are a valuable set of resources that you should keep even after completing your course. The MLRs are common to all the OTEN maritime courses so it is likely that you will use all or some of them again if you enrol for future courses with OTEN Maritime. The other advantage is that if you enrol for another course with us you will have already studied a considerable portion of the MLRs.

Activities & Check your progress exercises

As you work through the MLRs you’ll come across a range of Activities and or Check Your Progress exercises. It’s very important that you complete all these activities as they’re designed to help you understand the topic. The activities will also prepare you for the Check your progress exercises and the assessment tasks. You’ll find feedback for the activities either straight after the activity or in the suggested responses at the end of the section.

Learning Resource Overview

For each Unit you will receive a Learning Resource Overview. The Learning Resource Overview lists the Elements for each unit and guides you through the learning required for each unit. Where there is a lot of common content to be learned, units may be clustered together. In this instance you will receive one Learning Resource Overview for all units that have been clustered.
Assessment Guide

For each unit you will also receive an Assessment Guide. If units have been clustered you will receive one assessment guide for the cluster.

The Assessment Guide tells you how you will be assessed in each unit/s. It also contains the assignment/s, written & practical test information and what supplementary evidence is required to be submitted.

Supplementary Notes

For your convenience we have also provided some Supplementary notes. Please refer to these as indicated in your Learning Resource Overview.

NMSC ‘ROPES’ and NSW Maritime ‘Record of Service (ROS)’ book

In order to complete your course you need to be found competent in many units of competency. ‘Competence’ is achieved over time and the best place for learning practical skills is in your own workplace. For this reason we require you to obtain and complete various sections of either the New South Wales Maritime ‘Record of Service Book’ or the NMSC ‘National Record of Practical Experience and Sea-Service (ROPES)’ book. Both books can be used to record tasks that you have completed whilst accruing your sea time and by completing the tasks you may also be granted a reduction in sea service required for a Certificate of Competency.

The Ropes book currently costs $25. There is a ROPES book available for Coxswain, Master 5, MED 3 and MED 2.

You can obtain the ‘ROPES’ book from the NMSC at [www.nmsc.gov.au](http://www.nmsc.gov.au) and go to the publications Menu and download the order form. Or contact the NMSC at Ph: (02) 9247 2124 Fax: (02) 9247 5203

Or

Obtain a New South Wales Maritime ‘Record of Service Book’. These can be obtained from NSW Maritime Certification Section on Phone (02) 9563 8769.
Other resources

Text books

The *Australian Boating Manual (3rd Ed., 2003)* by Capt. Dick Gandy is recommended reading for all units. This can be purchased directly from the author. The cost is $79.95.

Contact Capt. Dick Gandy directly at:

Ocean Publications
P.O. Box 130
Narrabeen NSW 2101
Ph. (02) 9907 6744
Fx. (02) 9907 6704
dgandy@bigpond.com

You can obtain other nautical texts from *Boat Books*:

31 Albany St, Crows Nest
 NSW 2065 AUSTRALIA
 T: +61 2 9439 1133
 F: +61 2 9439 8517
 www.boatbooks-aust.com.au

*Mention that you are an OTEN student and Boat Books will give you a discount on Charts required for your OTEN studies.*

Where you can borrow

There is not a requirement to borrow books for OTEN Maritime courses however, you may want to use the TAFE library service for additional reading. As a student of OTEN you’re entitled to borrow books, videos and sound cassettes from the library at any TAFE NSW college.

You can use the TAFEcate library catalogue to find out the location of books etc. Go to [http://tafecat.tafensw.edu.au](http://tafecat.tafensw.edu.au) or access the TAFEcate via the DET Student portal.

You will need a TAFEcard to borrow from TAFE NSW libraries. After enrolment see your *Student diary* for details on how to obtain your TAFEcard and where you need to use it.
4 stroke sequence
Your assessment

Course Grading

Your course is not graded. You will be awarded a Certificate II on successful completion or on gaining recognition for all units listed in the course unit table.

You will be awarded a competent/not yet competent final grade only for each unit.

Unit assessments

You will be required to complete a number of activities in order to demonstrate competence in the units in your course.

These activities may include all or some of the following:

- Assignment/s.
- Practical tests.
- Written Tests
- Supplementary evidence- Submit a copy of the relevant sections from either the NSW Maritime Record of Service book or NMSC ‘Ropes’ book or equivalent as indicated.

You must pass all Activities for each unit before you are eligible for a final result.

You will be awarded a competent/not yet competent final grade only for each unit.
Assignments

Assignments are work you send in to your teacher for comment. Your assignments are divided into the ‘Elements’ contained in each Unit of competency. You must pass each Element to obtain a pass in the assignment. Your teacher will require you to resubmit certain sections of your assignment if they haven’t been completed satisfactorily.

Assignments are in most cases found in your Unit Assessment Guide. You may also choose to download an electronic copy of your assignment directly from your unit/s on the OLS web site. You are then able to complete the assignment electronically and upload it directly to the OLS for marking.

Plagiarism

Plagiarism is the action or practice of taking the thoughts, words or writing of another person without appropriate acknowledgement and using them as your own. All work submitted to OTEN must be your own work. It is important to ensure that the author, and the source are clearly identified in your assignments/assessments through proper referencing. When submitting your assignments/assessments remember to sign (or tick in the case of online submissions) the Plagiarism Declaration to indicate that all work submitted is your own. If you need more information on plagiarism and guidelines on how to avoid it, contact your teacher or visit the OLS.

Submitting assignments

POST: You can submit your assignments by post. The postal address is:

BITI
Open Training and Education Network
51 Wentworth Rd,
Strathfield NSW 2135

OLS: Login to the OLS site via www.oten.edu.au and go to your unit Assessment tab. Upload your assignment as indicated.

Email: oten.biti@tafensw.edu.au (please only email if you cannot upload to the OLS)

Assignments should be returned to you within 2-3 weeks. Assignments uploaded to the OLS should be returned much faster. Contact Maritime Studies if you still haven’t received your assignment back within 3 weeks. Don’t wait until your assignment is returned to you before going on with other work.

Please keep a copy of assignments. We can not be responsible for assignments that go ‘missing’.
Practical tests

Practical tests are just that - a practical test. You must fully prepare for your practical test prior to your nominated practical test session. As with written tests, if you do not pass your practical test you will be required to be re-assessed. Examine the relevant practical test task sheet carefully (found in the unit Assessment Guide) and make sure you are prepared as possible before attending the test.

The practical test sessions are listed in the attachment to the Course Information Leaflet and usually nominated at enrolment. If you haven’t already elected a practical test session to attend then you should download the form from the course link on the OTEN or the OLS website. It is your responsibility to ensure that you complete the practical test for this unit and have nominated a practical test session to attend.

You must submit any assignments for the relevant unit at least 3 weeks prior to your practical test date. Failure to submit your assignments within this time may result in you not being eligible to attend your nominated practical test session.

If for any reason you wish to reschedule your practical test you must advise Maritime Studies us at least 3 weeks prior to your practical test date otherwise you may incur a fee.

Location maps for practical tests are located in this course guide.

You will be sent out a confirmation letter approximately 2 weeks prior to attending to your practical test. If there are any changes to the practical test location you will be notified in the confirmation letter.

Can I complete my practical test elsewhere?

It is possible to complete your practical test elsewhere, however, you will need to organise it, meet any additional expenses and check with OTEN Maritime Studies prior that the assessment location/ vessel is appropriate and that the assessor/s are suitably qualified (as detailed in the practical test task sheets). After your assessment you will be required to forward your practical test task sheets and copies of your assessor’s qualifications to OTEN.
Tests (written)

Please note:

• Tests are to be sat before 30 November each year.

Applying for your test (written)

When do I apply?

You may apply to sit for your test as soon as you have completed the assignment.

You do not have to wait until your assignment/s have been returned to you before sitting your test, however, if you have enough time it is a good idea so that you can take into account any feedback you receive from your teacher.

Remember, if you wish to complete a unit by the end of the year, you need to have completed all assessments by 30th November.

Where do I sit for my test?

You can sit your written tests at most TAFE NSW colleges. Note that different colleges have different set times for OTEN students. To arrange this follow the procedure outlined below.

* Maritime Studies also holds test days on certain days throughout the year at OTEN. Contact us to find out the dates or see them on the OLS website.

How do I apply?

1 Complete the application form in the relevant unit Assessment Guide. Fill in the name of the test and the other details. Don’t forget to fill in the back of the form if you are applying for private supervision.

2 Take your application form to your local TAFE NSW college and:
   • ask the Examinations Clerk if you can sit for your test at that college—it is possible that the Examinations Clerk will need to redirect you to another college for your particular module
   • show the Examinations Clerk your Test application form and have it stamped with the college stamp, signed and dated.
3 When your application is complete, send it to the relevant teaching section at OTEN. It is your responsibility to ensure that you attend your test at the correct time and date.

*Important: Do not send your application form attached to an assignment. If you do this it may be overlooked and sent to your teacher, instead of being processed here at OTEN.*

4 A week before you sit for your test, you must contact the college to make sure that they are expecting you and to confirm that they have received your test.

Be sure to **take your TAFEcard with you to your test**, as you will be required to produce it for ID.

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**Special note for students applying to sit for their test at Sydney Institute of Technology, Ultimo campus**

OTEN students must live in the local area to be eligible to sit at Sydney Institute, Ultimo campus.

You do not need to have your *Test application* form signed at Sydney Institute of Technology, Ultimo campus. Please send your application directly to OTEN.

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**Special note for students with disabilities**

If you have a disability of any kind that requires special conditions, you must submit your test application and a covering letter at least six weeks before the test.

*Important*

If for any reason you are unable to sit for your test, please contact both OTEN and your local college immediately.

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**First Aid test**

Please note that the first Aid written test is sat in the same session as your practical first aid test. You apply for your first aid test session on the UnderWay and Practical selection attachment to the Course information leaflet. You do not have to send in an additional application for your first aid written test.
Supplementary evidence

As this is a competency based course we require a variety of evidence from different sources in order to deem you ‘competent’. Supplementary evidence shows us that you have gained your skills over a period of time and have not just completed a task ‘once’.

In order to gain supplementary evidence it is a requirement that you submit the relevant sections of the New South Maritime ‘Record of Service Book’ or NMSC ‘National Record of Practical Experience and Sea-Service (ROPES)’ book as part of the assessment for some units (or equivalent evidence of experience as discussed with OTEN Maritime studies).

If you are having difficulty gaining this evidence as part of your sea service/ experience then you will be required to attend an OTEN Maritime Practical Training day. In order to be eligible to attend the training day you must have completed the relevant unit assignment first.

If you think you will have difficulty providing Supplementary evidence contact the maritime studies section for further information about attending a practical training day.

Result Slips

Each assessment event has its own result slip. Before forwarding an assignment or other assessment event check that it has the relevant result slip attached to the front of it.

NOTE If you submit your assignment electronically via the OLS you needn’t attach the result slip. A result slip is automatically generated.

Student barcode labels

You must attach one of your student barcode labels to the Result slip, so that our computer can identify your work. However, if for some reason you do not have a supply of labels, you should write your name and barcode number on your Result slip and forward your work to OTEN. Contact Maritime studies if you need to request more barcodes.

NOTE If you submit your assignment electronically via the OLS you needn’t attach a barcode as it is generated automatically.
## Unit assessment table

<table>
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<th>Units required for course completion</th>
<th>Assessment events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit No &amp; Unit Name</strong></td>
<td>Nominal hours</td>
</tr>
<tr>
<td><strong>Stage 1</strong></td>
<td></td>
</tr>
<tr>
<td>TDMME1107A Contribute to effective communications and teamwork on a coastal vessel</td>
<td>10</td>
</tr>
<tr>
<td>TDMMF1107B Survive at sea in the event of vessel abandonment</td>
<td>10</td>
</tr>
<tr>
<td>TDMMF5407A Observe safety and emergency procedures on a coastal vessel</td>
<td>10</td>
</tr>
<tr>
<td>TDMMF5507A Fight and extinguish fires on board a coastal vessel</td>
<td>10</td>
</tr>
<tr>
<td>HLTFA301B Apply first aid</td>
<td>CD provided</td>
</tr>
<tr>
<td>TDMMF1007B Provide elementary first aid (Note this is studied in conjunction with HLTFA301B)</td>
<td>18</td>
</tr>
<tr>
<td><strong>Stage 2</strong></td>
<td></td>
</tr>
<tr>
<td>TDMMR3007B Operate and carry out basic service checks on small vessel marine propulsion systems</td>
<td>15</td>
</tr>
<tr>
<td>TDMMR3107B Operate and carry out basic servicing on auxiliary systems</td>
<td>9</td>
</tr>
<tr>
<td>TDMMR3207B Operate and carry out basic routine servicing of marine extra low and low voltage electrical systems</td>
<td>7</td>
</tr>
<tr>
<td>TDMMR5407B Carry out refuelling and fuel transfer operations</td>
<td>9</td>
</tr>
<tr>
<td>TDMMU507B Ensure compliance with environmental considerations in a small domestic vessel</td>
<td>7</td>
</tr>
<tr>
<td>TDMMR1807B Operate deck machinery installed on a small vessel of less than 750KW propulsion power</td>
<td>8</td>
</tr>
<tr>
<td>TDMMB1907B Carry out basic hull servicing</td>
<td>7</td>
</tr>
<tr>
<td>TDMMB3607B Prepare a small vessel’s machinery for sea within the limits of responsibility of a Marine Engine Driver Grade 3</td>
<td>6</td>
</tr>
<tr>
<td>TDMMF3907B Maintain running log within the limits of responsibility of a Marine Engine Driver Grade 3</td>
<td>5</td>
</tr>
<tr>
<td>TDMMR1907B Safely handle and stow explosive and flammable materials</td>
<td>6</td>
</tr>
<tr>
<td>TDMMR6107A Use and care for hand and power tools on a small vessel</td>
<td>36</td>
</tr>
</tbody>
</table>

*Unit not available at OTEN - complete elsewhere*
Hand and Power tools

Please note that ‘TDMMR6107A’ Use and care for hand and power tools on a small vessel’, due to it’s large practical content, is not available at OTEN.

You will need to co-enrol at another TAFE college that offers mechanical trade courses to complete this unit, or apply for recognition if you feel that you can provide sufficient evidence.

To co-enrol with another TAFE you do not need to pay another enrolment fee. You may have to pay a small materials charge for that unit if that TAFE college requests it.

Ultimo and Meadowbank TAFE both offer this unit. There will also be other TAFEs that may offer this unit if Ultimo or Meadowbank TAFE are not convenient to you.

Please contact Meadowbank and Ultimo TAFE directly after you are enrolled with OTEN. You should state that you are an OTEN student enrolled in course 17455 and that you wish to co-enrol with their college in unit TDMMR6107A’ Use and care for hand and power tools on a small vessel’.

<table>
<thead>
<tr>
<th>Ultimo TAFE</th>
<th>Meadowbank TAFE</th>
</tr>
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<tbody>
<tr>
<td>Allan Chandler</td>
<td>Ray Hill</td>
</tr>
<tr>
<td>Metal Fab &amp; Welding</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>Bld. P.Wattle st. Ultimo</td>
<td>Ph: 02 9942 3583 / 9942 3779</td>
</tr>
<tr>
<td>PH: 9217 3068</td>
<td>Email: <a href="mailto:Raymond.hill@tafensw.edu.au">Raymond.hill@tafensw.edu.au</a></td>
</tr>
<tr>
<td>Fax: 9217 4003</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:allan.chandler@tafensw.edu.au">allan.chandler@tafensw.edu.au</a></td>
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Studying through OTEN

The Student diary

After enrolment you will receive a student diary. It contains important information that will help you to complete this course. It also has useful hints and advice about many aspects of your study with TAFE.

As a bonus, you also have a very useful diary to keep track of your study program and important dates.

It contains, for example:

- Important dates
- How to get your TAFEcard
- Accessing the OTEN Learning Support Website (OLS)
- Your rights and responsibilities as a student
- Study tips

The OTEN Learning Support site

It is essential that you become familiar with The OTEN Learning Support (OLS) site.

Login to the OLS and you can:

- Access PDF versions of your Learning Resource Overviews (LROs) and assessment Guides
- Keep track of Assignments and tests completed.
- Download your assignments in either PDF or Word format
- Access extra resources at to help you with your studies, for example videos and self test quizzes.
- submit your assignments online (if you wish)
- check your course and unit progress
- update your details (address etc)
• access general OTEN student information

To access the site, go to the OTEN home page www.oten.edu.au and login using your DET Portal login name and password.

You will receive your login details and password a few days to a week after enrolment. As soon as you receive your password you should log in to the OLS and have a good look at all the information there.

Note In order to access PDF files, and quiz content on the OLS you should download Adobe Reader and the latest version of Adobe Flash Player. Please go to www.adobe.com and click on the links and follow the prompts to download the latest Adobe Reader and Adobe Flash player.

Email

It is essential you check your email regularly. OTEN Maritime studies uses email frequently to communicate with you. All students are given a TAFE email account when you enrol. You access your TAFE email account via the DET Portal. If you prefer to receive emails to your current email you can select your ‘preferred email’ via the ‘My Details’ screen on the OLS website.

DET Student Portal

The DET Student Portal provides you with one seamless gateway to a range of online services including such as:

• your TAFE Email account
• Student E Services
• TAFEcata (online Library catalogue)

After enrolment your username and password will be posted to you. Go to www.oten.edu.au and login with the username and password sent to you.
Student E Services (SES) website

The SES website gives you your complete TAFE NSW study history.

Via the SES website you can:

- view your current and previous TAFE course results.
- Check results and recognition
- request a copy of academic transcript
- update your contact details via this site.

Go to www.oten.edu.au and login with the username and password (sent to you after enrolment.)

UnderWay classes

UnderWay classes will give you a head start on your course and are also a great way to meet fellow students and some of your teachers. UnderWay classes are held at OTEN and cover several units within the one session. (Check the information in your Course Information Leaflet to see which units are covered in which session). By attending UnderWay you will commence work on each unit within the nominated session.

UnderWay classes are not compulsory but we highly recommend you attend as it is a great way to get started on your course.

Nominate the classes you want to attend in the Course Information Leaflet attachment.

Online classes

Throughout the year Online classes are scheduled on various topics. The online classes are available to all OTEN Maritime students and delivered via Adobe Connect on the web. You do not need any particular software to join in a class but you will need access to a headset (preferably with a microphone).

The online classes are optional. If you are not available to attend at the nominated time a recording of the session will be available on the OLS web site.

Before attending an Online class you should test your computer.
To test your computer go to:
Follow the prompts. You may need to download the latest flash and an Adobe Connect add-in to enable your computer to login to online classes.

You will be notified by email of scheduled Online classes. Please go to the room at the nominated time.

To login:
Go to our online room at http://webconf.det.nsw.edu.au/otenmaritime/

Please log in as ‘Guest’ with your name followed by your OTEN student number. For eg Alan Smith N123445.

Your progress

As your study at OTEN is self-paced, it is up to you to work out a study plan to achieve your course and module goals.

It is also up to you to check that you are enrolled or have received recognition in all units necessary for course completion. You can keep track of your enrolment by accessing the OLS website and checking results and recognition also on the SES website.

The course is equal to 183 nominal hours.

This number is an indication of the attendance time that would be required if you were studying this course by classroom sessions at a ‘face to face’ TAFE college. Depending on your prior knowledge and experience you might take considerably less time, or you may take more.

Your course will continue to be offered each academic year as long as the course remains accredited for delivery by TAFE NSW.

Irrespective of the month in which you enrol in a course, if you have not finished by November of that year, you will need to re-enrol and the TAFE NSW Fee and the OTEN Handling Charge must be paid again for the next academic year.

We strongly advise that you plan your studies carefully and work at a steady pace so that you are able to complete your course within the set time limit. The OTEN Learning Support site (OLS) includes a Study Planner tool to assist you with managing and planning your study program. After enrolment, see this on the OLS Student support site.

However, you may pause in your study for part of the set completion time, providing you finish in the time allowed.
You should notify OTEN immediately if you choose to discontinue your studies in any unit.

**Centrelink**

If you receive a Centrelink student payment to study, you are expected to complete your course within the time allocated by Centrelink. This time may be less than the time OTEN allows. You are also required to show consistent and regular progress through your course, and complete units regularly throughout your enrolment. If you do not, you may incur a debt which you will have to pay.

**Motivation & planning**

OTEN offers you the benefit of allowing you to choose how fast or how slowly you progress through your course. We also offer you the opportunity of choosing when and where you complete your studies. For some students this is a wonderful opportunity to direct and timetable their studies to suit themselves, for other students this can almost be overwhelming. In order to navigate your course in the shortest and easiest time possible we suggest you follow the points below:

1. **Prepare yourself.**
   To succeed in your OTEN course you need to prepare yourself for study. READ all the Course Information, including this guide, carefully.

2. **Decide on a realistic time to complete your course.**
   Refer to the unit table and add up the hours of the units that you will be required to complete. Subtract any hours that you expect to gain Recognition for. The answer should be the minimum hours your course will take you. For example if your answer is 200 hours and you want to complete your course within 20 weeks you will need to dedicate at least 10 hours a week to study.

3. **Plan exactly when and where you are going to study.**
   For most students even 10 hours a week is quite a large commitment. 10 hours a week doesn’t just ‘happen’. If you are currently in full-time employment and also juggling a relationship and/or family then you will need to carefully plan exactly when you are going to study. Literally go and get your calendar NOW and mark in it the times of the week that you will have free and undisturbed to do your study. In order to get this time you may well have to negotiate with other members of your household or family first. It is very important you have some undisturbed time in which to study or else you will find the course very difficult to complete.

4. **If you decide to enrol** then make sure you complete all the attachments required and submit them with your enrolment form.
5 Every minute counts
While you are waiting for your course learning materials to arrive you can purchase any additional resources such as Dick Gandy’s Australian Boating Manual or the Ropes book or ROS book (if you don’t have them already) and begin studying or completing practical tasks. No matter what level you are studying you can begin by studying or refreshing your knowledge. If you have previously studied an OTEN maritime course you can also begin revising the MLRs you received in your previous course.

6 Finally you receive your long awaited Learning Materials – Get organised!
You are completely amazed at the amount of material and for a moment wonder if you will ever get through it. Don’t stand there scratching your head for too long…GET ORGANISED go out and buy some folders, clear off some desk space or a shelf and ‘stow’ your materials.

7 Stick up a wall calendar of important dates
We also suggest getting a large size calendar or planner that you can stick on the wall like a poster and fill in your important dates such as UnderWay classes and practical tests.
Also pencil in dates that you plan to send in your assignments by. *Remember when planning when to submit your assignments that OTEN has to receive your assignments at least 3 weeks prior to your practical test date.*

8 UnderWay’ & Online classes
You should nominate your preferred dates for attending UnderWay classes on the attachment in your course information leaflet. Although these are not compulsory we strongly suggest that you attend these classes as you will receive a thorough induction and commence work on each unit. You will also get the opportunity to meet other students in your course.
Attend any Online classes that you can. You will receive an email about any upcoming Online classes. Online classes are not compulsory but we encourage you to login if you are able to.

9 Stick to your plan
If you have done everything listed in points 1 - 8 you will be well on the way to completing your course. Getting started is probably the biggest obstacle and if you have attended UnderWay then you have started. Now you just need to drag up your self-discipline and keep going!

10 Study frustrations…. “This doesn’t make sense”; “why can’t I get that answer”; “I feel stupid”; “this course is too hard”…etc etc
At OTEN Maritime Studies we have tried to make the very best learning resources and study guides so that you can achieve your learning required for your course. Most of the time we are sure that you will be happy with our resources, however, there may be times when you have trouble understanding something.
If you have tried several times to understand something and still are having trouble we suggest you contact us at OTEN Maritime Studies. If it is at a time you aren’t able to contact us, don’t waste your whole study session or get too frustrated and give up! Instead go on to something else and contact us when you are able.

Also note that any ‘Errata’ for course material is published on the OLS website. It may be what is frustrating you might have a solution published here.

11 Keep going – stay committed to your goals!
As I said earlier, study just doesn’t ‘happen’. It requires much planning and after the planning stage is over it requires much commitment to keep going. At OTEN Maritime we understand that ‘life’ happens. There will always be plenty of distractions. If you want to complete your course you will need to stay focused and exercise a lot of self discipline. We are here to assist you with your studies as much as we can, however, ultimately it is you that has to do the study and practice the practical skills required to pass your course.

12 Keep track of your studies.
You can monitor your progress via the OLS website. You can also manually cross off assessments as you go in the Unit table in this guide. Either way, you need to make sure that you complete or gain recognition for all the required units in your course.

13 Tests
Apply for your tests early. Make sure that you are fully prepared prior to written and practical tests. Check the Unit of competency information published on the OLS website prior to your test as a final check that you are able to undertake the test. For practical tests also check the practical test information in your Unit Assessment Guides. Contact OTEN maritime if you have any queries.

Good luck and stay motivated!
Introduction to your teacher

When you send in an assignment for each unit, complete and attach the *Introduction to your teacher* form. It may take a little time to complete, but it will be well worth it in the long run. The more information your teacher has, the better the assistance you will receive. To save you repeating it, make copies or an electronic version and attach one when you send in an assignment.

We have many teachers at OTEN so please send in an *Introduction to your teacher* form with each assignment.

If you are uploading your assignments to the OLS add a short letter about yourself to the front of your assignment or, Zip it together with your assignment.
Introduction to your teacher

The purpose of this form is to introduce you to your teacher. The more your teacher knows about you, the more help he or she can give you.

Module number and name: __________________________________________________________

Course number and name: __________________________________________________________

Name in full: ____________________________________________________________

surname (block letters) Mr

first or given names Mrs

Ms

Full postal address: ________________________________________________________________

Postcode ____________________________________________

Telephone number: home __________________________ work _____________________________

Age: (tick) Under 21 21–30 31–40 41–50 51–60 over 60

Other modules being studied

(a) by correspondence: ____________________________________________________________

(b) by class attendance: __________________________________________________________

Education

Name of school: ___________________________________________________________ Years: ________

Examinations passed: _____________________________________________________________

Any further studies since leaving school: ____________________________________________

Occupation

What is your occupation? ____________________________________________

describe the kind of work you do

Employer’s name and address: ____________________________________________________

(... continued over page)
Letter to your teacher

Some points to note in your letter to your teacher are:

• your main areas of interest in the course
• your relevant employment experience
• areas of study you think you may have some difficulties with
• any specific disability you may have which is relevant to your study.

Date: ___________________ Signature: ___________________

Please enclose copies of this letter with the first assignment for each unit.
Location Maps

The following maps have been provided to assist you in locating the various venues that may be used for UnderWay, Practical Test and training sessions.

Due to various circumstances venues may be subject to change. In the event of a change of location you will be notified.
UnderWay classes, first aid assessment and exam days at OTEN

UnderWay classes and exam days commence on the specified days at 0830 in the morning on weekends and First Aid and Radio sessions commence at 1800 on Friday evenings.

To get to OTEN by train leave Strathfield station at the Northern entrance, turn right along Everton Rd and continue walking until you reach Wentworth Rd. Turn Right and continue a short way. The main OTEN entrance is on your right. If coming by Car along Parramatta Rd, turn into Wentworth Rd and proceed to OTEN. OTEN is on your right.

Parking is only available on-site in the evening (after 5.30PM) and on the weekends. If attending during the week during working hours, all day metered parking is available on Wentworth Rd next to OTEN and 2 hr parking is available in surrounding streets.

Lunch can be purchase at either Strathfield or Burwood shopping areas. You might also bring lunch with you.

When coming to an ‘UnderWay’ class bring the relevant learning materials with you if you have received them.
Survival - assessment

Meet at **0745** at Qantas Jet Base reception area.

Bring:

- **Photo ID** – This is essential due to security requirements at Qantas.
- **Closed in footwear.** Although you do not have to wear shoes in the water you must wear closed in shoes to gain access to the Qantas Jet Base. Security will not permit you to enter without Photo ID or closed in shoes.
- **Your practical test sheets.**
- **Clothes you will wear in the water, towel, & plastic bag for wet clothes.** We recommend wearing long trousers, long sleeves and a beanie. Note wetsuits are not permitted.
- **It is also a good idea to bring a packed lunch as there isn’t a lot of time for stopping for lunch between the Qantas base and the Fire Assessment at Blacktown (if you are attending in the afternoon).**
- **If you are attending the fire fighting practical in the afternoon bring long sleeved top, long trousers and closed in leather shoes.**
Westleigh Rural Fire Service - Fire assessment

The Westleigh Rural Fire Service is located in Warrigal Drive, Westleigh.

Westleigh Rural Fire Service, Warrigal Drive, Westleigh, NSW 2120
(02) 94810898

Afternoon fire sessions commence at 1330 sharp. Please do not be late.

Please bring with you:

- Your practical test sheets
- Suitable clothing.

You **must** wear a long sleeved shirt/jacket, long trousers and closed in leather shoes. (Definitely NO short sleeved shirts, shorts, sandals or thongs permitted. You will not be permitted to participate if you do not wear the correct clothing).
Suggested travel route Qantas - Fire ground

NOTE: In order to conduct both survival and fire practical sessions in the one day it is necessary to travel as quickly as possible from Qantas to the fire ground in Westleigh. This is best done via the M2 and directions are given below. Please note as the M7 does not have toll booths if you don’t have an E tag you will need to obtain an E-pass available on www.roam.com.au.
Engineering practical– Balmain Ferries

Please bring with you:

- Practical test sheets (if you are attending a practical test session)
- Your lunch (if attending a day workshop) Tea and coffee will be available. No alcohol.
- Suitable clothing – Wear closed in shoes (preferably leather) No Sandles/thongs
- Photo ID

Transport

- Car – Entrance in Waterview St, Parking is available in Side Streets
- Sydney Ferries - Thames St and Balmain East Ferry Wharf is close
- Sydney Buses – Bus 442 from Queen Victoria Building (QVB) travels from the City to Darling St Balmain.

See the transport info website for more details www.131500.info
Engineering Practical – Fish Markets

Please bring with you:

- Practical test sheets (if you are attending a practical test session)
- Your lunch (if attending a day workshop) Tea and coffee will be available. No alcohol.
- Suitable clothing – Wear closed in shoes (preferably leather) **No** Sandles/thongs
- Photo ID

Transport

- Car – Parking is available at the fishmarket for a fee, otherwise park in Bank St Past Fishmarket enterance or in surrounding Pyrmont streets and walk a short way..
- Light Rail – Fish market stop is close by.

See the transport info website for more details [www.131500.info](http://www.131500.info)
Accommodation

For students travelling to Sydney and requiring overnight accommodation please look at the suggestion below or access one of the many deals that can be obtained at [www.wotif.com](http://www.wotif.com) or [www.lastminute.com.au](http://www.lastminute.com.au)

Please contact the hotels below directly for current pricing.

Strathfield Private Hotel (walking distance from OTEN)
4 Churchill Ave
Strathfield, NSW 2135
Ph: (02) 9746 0334
Single rooms from $50-70 per night.

Sydney Central YHA
Multishare Female from $35 to $37 per bed; Multishare Male from $35 to $37 per bed; Double Private Bathroom from $100 to $110 per room
Cnr Pitt and Rawson place opposite Central Railway Station
Ph: 02 9281 9199
Fax: 02 9281 9199
See [www.yha.com.au](http://www.yha.com.au) and go to Sydney-Central

CB Hotel (Maze backpackers)
Single rooms from $52 per night
417 Pitt Street (in between Goulburn & Campbell Streets)
Sydney, NSW 2000
Australia
Ph: (02) 92115115 or Free call: 1800 813 522 (within Australia Only)
Fax: +61 (02) 92819605
Email: info@mazebackpackers.com
[www.mazebackpackers.com](http://www.mazebackpackers.com)