SEA SCHOOL
INTERNATIONAL
MARINE TRAINING

Student Handbook

Sea School International | RTO 91732 | www.seaschool.com.au

Handbook Disclaimer

This Student Handbook contains information that is correct at the time of printing. Changes to legislation and/or Sea School International policy may impact on the currency of information included. Sea School International reserves the right to vary and update information without notice. You are advised to seek any changed information and/or updates from your trainer or by contacting Sea School International.

This handbook has been prepared as a resource to assist students to understand their obligations and also, those of Sea School International. Please carefully read through the information contained in this guide. All students need to read, understand, be familiar with, and follow the policies and procedures outlined in this handbook. Any queries can be directed to:

Sea School International

1300 666 416

Enquiry@seaschool.com.au

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Important Details

Registered Training Organisation (RTO) Details:

Head Office: Sea School International
91732
14/16 Princes St
Newport NSW 2106
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E enquiry@seaschool.com.au
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Welcome

Congratulations on your choice to undertake a qualification with Sea School International.

Since taking over the management of Sea School International in 2013, we've had over 12900 graduates successfully complete our domestic maritime courses and advance their careers as commercial seafarers.

All of our courses are experiential, offering practical learning and assessment on board training vessels as well as in the classroom. This provides our students with the opportunity to gain the most valuable skills and knowledge they can from their training. Our students benefit from small class sizes as this provides them with personalised attention and ready access to our professional trainers for advice and support.

The growing maritime and marine sectors offer exciting pathways for keen mariners. Sea School International look forward to welcoming students who are looking for a rewarding career pathway.

About Us

As a Registered Training Organisation (RTO) we deliver nationally recognised qualifications in:

- MAR10224 Certificate I in Maritime Operations (General Purpose Hand Near Coastal)
- MAR10424 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal)
- MAR20324 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)
- MAR20424 Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal)
- MAR30824 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)
- MAR40224 Certificate IV in Maritime Operations (Marine Engine Driver Grade 1 Near Coastal)
- MAR30924 Certificate III in Maritime Operations (Master up to 24 metres Near Coastal)
- MAR40324 Certificate IV in Maritime Operations (Master up to 45 metres Near Coastal)

In Australia, only Registered Training Organisations can issue nationally recognised qualifications. Our RTO provider code is 91732.

We now operate campuses in Newport, Sydney, Tweed Heads and Jervis Bay in NSW; Bundaberg, Cairns, Sunshine Coast, Gladstone, Brisbane and Burleigh Heads in QLD; as well as in Melbourne, Tasmania and Perth. Our courses are delivered by appropriately qualified and experienced trainers, and through a variety of methods. We offer training sessions via:

- Face-to-face support
- Classroom lessons
- Online modules
- Online collaboration, and
- A combination of the above

Contacting Us

Our contact details are listed in the 'Important Details' section at the beginning of this Handbook. Feel free to contact us with any query you may have regarding your learning experience with Sea School International.

Sea School International will advise you of any changes or updates via the email address you have supplied when you enrolled with us.

Legislation

As an RTO, Sea School International is required to adhere to legislation designed to uphold the integrity of nationally recognised qualifications. This includes:

- *National Vocational Education and Training Regulator Act 2011*
- *Standards for Registered Training Organisations (RTOs) 2025*

Additionally, Sea School International abides by a range of other legal requirements at a State and Commonwealth level including, but not limited to:

- *Anti-discrimination*
- *Apprenticeships and Traineeships*
- *Children and Young People*
- *Copyright*
- *Corporations*
- *Employment and Workplace Relations*
- *Equal Opportunity*
- *Fair Work* (including harassment and bullying)
- *Privacy and Personal Information Protection*
- *Student Identifiers*
- *Taxation*
- *Workplace Health and Safety*

Sea School International is dedicated to following the provisions in the VET Quality Framework.

More information about these regulations and legal frameworks can be found at:

- www.comlaw.gov.au which is the Australian Government website for Commonwealth Law
- www.asqa.gov.au which is the website for the regulator of Australia's vocational education and training (VET) sector

Code of Conduct

Trainer Code of Conduct

Purpose

The purpose of this document is to provide Trainers whom are engaged in delivering and/or assessing Australian Quality Framework (AQF) qualifications and/or Units of Competency for Sea School International with a description of their key professional responsibilities.

Key Principles

Trainers are expected to, at all times:

- Act in accordance with the Trainer Code of Conduct
- Perform all professional duties with honesty, integrity and fairness
- Treat others with courtesy, respect and dignity
- Read and comply with the organisation's policies and procedures
- Wear suitable clothing that is neat, clean and tidy and suitable for the course requirements, taking into consideration any workplace health and safety clothing standards
- Not be under the influence of any substances that would impede their mental or physical capabilities whilst performing their duties
- Comply with all Commonwealth, State and Territory legislation and regulatory requirements, specifically the *Standards for Registered Training Organisations (RTOs)*
- Act in accordance with the Commonwealth Supplier Code of Conduct and Expectations therewithin

Key Stakeholder – Employer

Trainers are expected to, at all times:

- Be legally entitled to work in Australia
- Act in the Employer's best interest and not bring into disrepute the organisation's reputation
- Comply with all reasonable directions given by the Employer
- Disclose any actual or potential conflicts of interest between their private interests and professional work
- Protect the confidentiality of the organisation's information and not disclose confidential or sensitive information, unless required to do so for legal purposes

Key Stakeholder – Learners

Trainers are expected to, at all times:

- Whilst learners are under their supervision, take care of their safety and wellbeing, as duly practicable
- Conduct relationships with learners in a professional, ethical and respectful manner by maintaining appropriate working relationships and boundaries
- Respect learner's individual differences, including cultural and ethnic diversity
- Differentiate clearly between expressions of opinion and evidenced based information

- Ensure information provided by learners in the course of their training is confidentially protected, unless the trainer believes that the learner's safety or wellbeing is, or has been compromised
- Verify learner's assessment evidence based on the Rules of Evidence
- Not be coerced into making assessment judgements based on inducements, gift or rewards, which could in any way influence the trainer's assessment decisions for individual learners
- Use all learning, support and assessment resources and facilities, including IT resources for the sole purpose of enabling learners to undertake their training and assessment requirements

This list is not exhaustive and SSI retains absolute discretion on the interpretation of the above breaches of conduct. If you feel you are being victimised, bullied or discriminated against you should contact your Trainer /Assessor to assist you in the first instance. Should your complaint not be dealt with satisfactorily in the first instance, your complaint will be escalated as per the Complaints and Appeals Policy.

NOTE: SSI reserves the right to update and amend policies and procedures at any time. Students will be advised of updates at the time of publication.

CODE OF CONDUCT FOR STUDENTS

PURPOSE

Sea School International (SSI) is committed to providing a positive learning environment free from harassment and discrimination. SSI recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner.

All students, in return, are required to comply with the requirements set down in this Code of Conduct. We ask students to consider the needs of fellow students and of others who work at the School and in the Marina.

SSI reaffirms its commitment to:

- high academic standards
- intellectual rigour and a high quality education
- intellectual freedom and social responsibility
- tolerance, honesty and respect
- high standards of ethical behaviour
- support students learning and wellbeing to the best of its ability
- treat all students equally
- provide a safe learning environment free from harm, harassment and discrimination

Whilst enrolled at SSI students must:

- treat staff, guest lecturers, industry hosts and other students with respect, dignity, impartiality, courtesy and sensitivity
- respect the privacy of staff, trainers and assessors, industry hosts and other students
- maintain a cooperative and collaborative approach to inter-personal relationships
- ensure that they do not become involved in or encourage discrimination or harassment or bullying of staff, trainers and assessors, industry hosts or other students

- act ethically and honestly in the preparation of their course work and during all forms of assessment
- avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically
- behave professionally, ethically and respectfully in all dealings with SSI's training partners
- not be in possession of or under the influence of drugs and/or alcohol on SSI campus
- authentically complete assessments, closed-book without assistance from AI/internet search engines. Action will be taken at SSI's discretion and may range from resitting entire assessments in non-digital formats to expulsion.

Alleged misconduct cases are handled by the Management. Penalties range from a verbal warning followed by a written warning to suspension or expulsion from SSI.

SSI reserves the right to involve law enforcement agencies for matters of serious misconduct such as assault, drug use or property damage. SSI may suspend or recommend suspension or expulsion of a student:

- as a result of a specific incident of major misconduct
- where there are repeated incidents of misconduct that have not changed following a review meeting and a written warning
- where the student is at risk of harm to themselves or to others
- where the reputation of SSI has been brought into serious disrepute
- where the student intentionally disrupts or interferes with the academic, administrative or operational activities of SSI
- where the student behaves in a manner that may cause others to be fearful of their safety including bullying, harassment and/or discrimination
- for failure to comply with the student's obligations as stated in this Code of Conduct and policies and procedures

This list is not exhaustive and SSI retains absolute discretion on the interpretation of the above breaches of conduct. If you feel you are being victimised, bullied or discriminated against you should contact your Trainer /Assessor to assist you in the first instance. Should your complaint not be dealt with satisfactorily in the first instance, your complaint will be escalated as per the Complaints and Appeals Policy.

NOTE: SSI reserves the right to update and amend policies and procedures at any time. Students will be advised of updates at the time of publication.

Workplace Health and Safety

Workplace health and safety legislation applies to everyone at **Sea School International**. All staff, students and visitors have a responsibility to ensure the workplace is safe and that their own actions do not put the health and safety of others at risk.

Please report any incident or hazard immediately.

Other Policies and Procedures

The following Policies and Procedures underpin Sea School International's operations. Please contact our administration department for more information:

- Access and Equity Policy
- Appeals Policy
- Assessments Policy and Procedure
- Complaints Policy and Procedure
- Marketing Policy
- Policy for Student Conduct
- Pricing Policy
- Privacy Policy
- Refund Policy
- Workplace Health and Safety Policy

Privacy

Sea School International strongly supports the privacy and confidentiality of its students. Information is collected and stored in accordance with the *Privacy Act 1988*. Certain general, non-specific information such as location, sex, age and results may be passed on to agencies to inform future funding arrangements and/or statistical data gathering requirements.

We will not give out your information to any person or agency without your permission, unless we are required to do so by law.

Sea School International is required to comply with the *Australian Privacy Principles* which are outlined in Schedule 1 of the *Privacy Act 1988*.

Access to Your Records

If you wish to access your student information file, please direct your enquiry to 1300 666 416.

Enrolment

The enrolment process may vary depending on the type of qualification you intend to study. A copy of our Student Handbook will be supplied for you to read and understand.

An enrolment form must be completed, together with any required observations and/or self-assessment regarding special circumstances and/or training needs. Information on the fees and charges relating to your proposed course of study will be provided, and payment terms and methods will be agreed upon.

Once all enrolment forms have been completed, you will be enrolled into the qualification and a trainer and assessor assigned to help you through the course. Note that enrolment is not confirmed until fees have been paid as agreed.

Enrolment Dates

Sea School International enrolment dates are accessible online via our online enrolment form and our online timetable. If you have further questions, please direct them to our office on 1300 666 416.

Entry Requirements

Please contact Sea School International to confirm any pre-requisites that are required for entry to the course in which you are interested. Entry requirements may relate to things such as:

- Previous workplace experience
- Levels of language, literacy, numeracy and digital skills appropriate for successful completion of the coursework and also, for effective performance in the workplace in the specific job-role
- Access to a relevant workplace and job-role where the required competencies can be learned and practised
- Access to a computer that has appropriate software and capacity to access learning and assessment materials
- Access to an internet connection with sufficient capacity to download course materials (e.g. broadband connection)

- Access to course specific materials such as personal protective equipment (PPE) or other tools of trade

Unique Student Identifier (USI)

A USI is required by all Australians undertaking nationally recognised training. It allows students to link to a secure online record of all qualifications gained regardless of the provider. This system was implemented by the Australian Government in 2015, so it will show student achievements from 1 January 2015 onwards.

As an RTO, Sea School International cannot issue Certificates or Statements of Attainment without a USI. Therefore, it is mandatory that all students supply their USI upon enrolment.

If you do not have a USI, please visit https://www.usi.gov.au/students/create-your-usi for more information, and instructions on how to apply.

Personal Learning Plan

As part of the overall enrolment process, Sea School International will work with you to develop a customised plan for your learning that will address course requirements as well as your personal circumstances. This includes the opportunity for you to complete a Language, Literacy, Numeracy and Digital (LLND) indicator which will identify any areas in which additional support may be required.

Access and Equity

Sea School International will work to meet the needs of the community and individuals and/or groups who might be otherwise disadvantaged. This includes providing fair allocation of resources and equal opportunity to access training services. Sea School International prohibits discrimination based on factors including:

- Gender
- Age
- Marital status
- Sexual orientation
- Race
- Ethnicity
- Religious background
- Parental status

Sea School International will work to ensure all participants have the right resources available to allow successful completion of course requirements. This includes flexible delivery and assessment arrangements where necessary, and LLND support.

It is the responsibility of all staff at Sea School International to uphold our commitment to Access and Equity principles. If you have questions or concerns, please contact us on 1300 666 416.

Other Support Services

Sea School International is at all times concerned for the welfare of its students. If you are experiencing difficulties and/or require counselling or personal support, there are a number of professional organisations available to help. These included:

Lifeline: 13 11 14 or www.lifeline.org.au

Beyond Blue: 1300 22 4636 or www.beyondblue.org.au

Salvation Army: 13 SALVOS (13 72 58) or www.salvos.org.au

Fees

Information about fees and charges is documented clearly on our website (www.seaschool.com.au) or can be obtained by contacting Sea School International. A number of factors will determine how much your course will cost. This includes things like:

- Which course you will study
- Course duration
- Any credits that may be applied through direct credit transfer, recognition of prior learning and/or recognition of current competency
- Your eligibility for subsidies or concessions

Costs will be discussed prior to enrolment with you and/or the third party (such as employer, school etc.) who will be paying the tuition fees. All fees are correct as of 7 October 2026 but are subject to change. Please contact Sea School International if you have any questions related to course fees.

Some students may be eligible for a concession fee. Students of Aboriginal or Torres Strait Islander origin, and/or holders of concession cards like Health Care Card, Pensioner Concession Card or Veteran Affairs Pensioner Concession Card, may be eligible through Government Funding subsidies.

If you do not have a concession card, contact Human Services (Centrelink) to determine your eligibility (https://www.humanservices.gov.au).

Course Fees

Maritime Qualifications	Course fees
MAR10224 Certificate I in Maritime Operations (General Purpose Hand Near Coastal)	$1250
MAR10424 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal)	$2190
MAR20324 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)	$3290
Coxswain Gap Training Course Upgrade to MAR20324 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal) from MAR10424 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal)	$1645

Maritime Qualifications	Course fees
MAR20424 Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal)	$2990
MAR30824 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)	$3290
Marine Engine Driver Grade 2 Gap Training Course (5 units) * student must hold MED 3 qualification	$1790
MAR30924 Certificate III in Maritime Operations (Master up to 24 metres Near Coastal)	$4290
Short Courses	**Fees**
Coxswain Grade 3 Near Coastal - Coxswain Grade 3 Skill Set	$990
Coxswain Grade 3 Near Coastal - Practical Declaration course	$590
Elements of Shipboard Safety Skill Set (4 units)	$750
Marine Radio Licence LROCP	$295
Final Assessment	**Fees**
Final Assessment (AMPA)* Refer to the Final Assessment page for more information	
Students completing an AMPA whilst on a course	$490
Stand-alone AMPA	$650
*Not required for General Purpose Hand or Coxswain Grade 3 Some locations may charge an additional fee, depending on vessel availability. Please check when booking.	
Certificate of Competency (CoC) Application Fee (payable to AMSA through Australian Post upon application lodgement). Refer to the Final Assessment page for more information	
All applicants	$192
Interim Certificate of Competency (ICOC) admin fee Refer to the Final Assessment page for more information	

Final Assessment	Fees
Sea School admin fee	$100

Other Fees

Replacement of Training Materials

Sea School International will charge a fee to replace any lost training and/or assessment materials that have been previously issued to you. Please contact us on 1300 666 416 if replacement materials are required.

Re-issue of Transcripts

An administration fee of $30 applies for Sea School International to re-issue and post a copy of your Certificate or Statement of Attainment.

Payment Options

Payment of course fees can be made to **Sea School International** via:

- Credit card
- Debit card
- Electronic funds transfer
- Cash
- Payment online using the invoice link through Stripe

The balance of fees must be paid upon course commencement.

Please note that outstanding fees may result in cancellation of your enrolment and/or Sea School International withholding the issue of qualifications until all fees are paid. If you have trouble paying your fees, please contact us on 1300 666 416 to discuss options.

Failure to Make Payment

If payments are not made according to the agreed terms of the training contract, Sea School International may find it necessary to suspend training until payment is received. Failure of the student and/or their representative to meet payment obligations may result in the outstanding debt being handed over to a registered debt collector. Any fees associated with this service will be added to the total outstanding amount for recovery.

If you are experiencing financial difficulty, please contact Sea School International as early as possible to discuss options.

Refund Policy

Withdrawal or cancellation from a course and refund request:

- You must submit notice of the intention and the request for a refund in writing.
- Evidence to support the request must be submitted.
- The request will be assessed based on information provided
- You will be asked to provide bank details for us to process the refund
- Statements of Attainment for units completed and paid to date will be issued
- The deposit is non-refundable but is transferable*

Prior to commencement	
The deposit	**The deposit is not refundable**
Full course fee	If you cancel or withdraw from your course prior to course commencement and have paid the full course fee, you will be refunded the amounts paid minus the course deposit.
After commencement	
Cancellation or withdrawal notified after you have commenced the course	Once the student's course commencement date has passed, the *full* course fee is non-refundable or transferrable unless there are extenuating circumstances. Students will be issued with a proportionate refund for the portion of training not delivered.^

Extenuating circumstances for course refunds:

Sea School International has the discretion to approve full refunds if the customer would be unreasonably disadvantaged if not granted a refund - for example:

- A customer meets with a serious misadventure, serious illness or hospitalisation (two week period minimum) supported by a medical certificate.
- Special circumstances that have been discussed and agreed upon between the customer and the Director.

The following circumstances would NOT be accepted for a refund:

- Change in work hours
- Job change or retrenchment
- Moving interstate
- Technology barriers which mean you are having difficulty completing the course
- Language or writing barriers which were not declared at application which mean you are having difficulty completing the course
- Insufficient access to workplace documents which mean you are having difficulty completing the course

***Deposits:**

- Deposits are not refundable.

- A deposit transfer must be requested in writing before the course commencement date
- A deposit transfer arrangement relates only to transferring the student's enrolment to a different course date or course type and does not include transferring the deposit to another student's account.
- A transferred enrolment to a later course date cannot be transferred to a course date further than a year later
- Courses can only be transferred once.
- Course transfer requests must be made 10 working days ahead of course commencement
- Course transfers within the 10 working day timeframe or more than once, will result in deposit forfeiture.
- Refunds cannot be requested after a deposit has been transferred.

^Proportionate refunds

- Proportionate refunds relate to units of competency where training has not commenced.
- Sea School will consider **training commencement** to mean where the relevant powerpoint has been delivered for the unit of competency and will refer to the timetable to determine this (although deviations to the timetable may have been made for circumstances such as weather for practicals. The trainer will need to advise this in writing). Sea School may also use Unit of Competency mark of 'CA' in the student management system to consider that the unit of competency has begun delivery.
- '**Proportionate refund**' will be determined by dividing the course fee (or the student co-contribution fee) by the amount of unit of competencies in the course.
    - For example, for a full course fee of $3290, with 13 units of competency, the per unit cost will be determined by =3290 ÷ 13= 253 (rounded to the nearest dollar). In this scenario, a student who has not commenced 3 units of competency, would be issued a proportionate refund of $759.
    - For the issuance of any refund, administration will request the bank account details from the student and the student must provide this information for Sea School to be able to make the refund payment.
    - Refunds will be made based on the amounts paid by the student and are not subject to change should the course price change after the student has made payment.

Provider default – If Sea School International cannot offer or continue a course due to changed circumstances

Where Sea School International is in a "default" situation such as cancellation of the course, we will offer a refund. We will discuss this with you and come to an arrangement.

A refund letter with calculations showing administration charges and fees to be refunded is sent to the customer. You will also be asked to provide your bank details so that we may process the refund.

The payment is processed within a maximum of 4 weeks (20 working days) from the date on the refund calculation letter.

Where the service or course is offered through a third party and that third party cannot deliver the agreed service, Sea School International will offer an alternate arrangement for participants to complete the course or a refund if such a replacement service is not suitable for clients or participants. This decision will be discussed on a case by case basis and recorded in writing between the parties.

In the event that a student declares that a transaction on a credit card is unauthorised, Sea School International requires a written statement declaring such, whereupon Sea School International will refund the monies paid.

COMPLAINTS REGARDING FEES AND REFUNDS

Customers are entitled to access the Complaints process should they be dissatisfied about Sea School International decisions relating to fees, refunds or other matters.

Customers are advised that the agreement and the availability of complaints process does not remove the right of the customer to take action under consumer protection law.

Course Information

After enrolment, you will be given access to training materials in hard copy and/or digital format. You will need to supply your own stationery materials.

You will be given an outline for training appointments which may be:

- Workplace visits
- Classroom sessions
- Online modules
- A combination of the above

What to bring

Our assessments are done in class via an online assessment software. Please bring an electronic device such as a tablet or laptop to complete assessments. Please wear appropriate and protective clothing for boating activities.

If you are doing the Shipboard Safety Skill set, you will need to bring appropriate attire for swimming and fire safety.

On certain days you may be required to bring lunch with you as you will be having lunch out onboard the vessel.

A pen and paper is also advised for notetaking throughout the course.

Duration

How long your course will take depends on a number of factors. Included are your own efforts and commitment to submitting assessments regularly and on time, your study load (i.e. full- or part-time) and how many units (if any) are eligible for credit transfer and/or recognition of previous experience and qualifications. Further, the level of the qualification being undertaken will impact on course duration. The Australian Qualifications Framework (AQF) summarises the criteria of different

qualification levels and gives an indication of the complexity, depth of achievement, knowledge, skills and levels of autonomy required to achieve a qualification at that level.

The AQF expresses the time expected to gain a qualification as an equivalent to full-time years. This is known as the 'Volume of Learning'.

Volume of Learning

Volume of Learning statements provide an indication of the amount of time it is expected that a student would need as a full-time student to achieve the qualification. Volume of Learning figures assume none of the competencies identified in a qualification are currently held.

The listed time frames account for **all activities** a student would undertake, including supervised training activities, classroom sessions, online modules and/or workplace learning, as well as individual study, practice and learning.

The Volume of Learning for qualifications in the VET sector are:

AQF Qualification Level	Typical Volume of Learning
Certificate I	0.5 - 1 year
Certificate II	0.5 - 1 year
Certificate III	1 - 2 years (up to 4 years for some apprenticeship/traineeship agreements)
Certificate IV	0.5 - 2 years
Diploma	1 - 2 years
Advanced Diploma	1.5 - 2 years

(Taken from: https://www.aqf.edu.au/sites/aqf/files/aqf-2nd-edition-january-2013.pdf)

More information on Volume of Learning can be accessed at:

https://www.aqf.edu.au/download/413/volume-learning-v2-2014/7/volume-learning-v2-2014/pdf

Competency Based Training

Competency Based Training (CBT) is an approach to teaching that focuses on allowing a student to demonstrate their ability to do something. Used in the VET sector, CBT is used to develop concrete skills and is typically based on a standard of performance expected in the workplace and industry.

CBT programs deliver qualifications that are made up of Units of Competency. Each unit defines the skills and knowledge required to effectively perform in the workplace. Assessment is based upon the learning outcomes expected from each Unit of Competency.

How Does Assessment Work in CBT?

Unlike the traditional school system of grading assessments on a scale ranging from A to Fail, assessment of CBT determines if you have the required skills and knowledge… or not yet.

Assessment is specifically conducted to determine if a student can deliver essential outcomes related to the performance criteria within each Unit of Competency. Basically, this means

assessment is conducted to see whether or not a student has the required skills and knowledge to perform effectively in the workplace. If a student's performance in the assessment does not demonstrate the requirements the student is marked as 'Not Competent', while successful performance will result in the student being deemed 'Competent'. Assessors will look for evidence against which to base their judgements of competency.

The ways to demonstrate to our qualified assessors that you can perform to the required standard and be classed as 'Competent' or 'Meeting Requirements', include:

- Being observed as you work/perform the tasks and activities
- Responses to verbal questioning
- Written responses to theory questions
- Responding to a role play or case study
- Conducting a project
- Submitting a written report
- Compiling a portfolio of work samples
- A combination of the above

Sea School International has a Training and Assessment Strategy for each of the qualifications we deliver and we outline our approaches for conducting assessment in those strategies.

Training and Assessment Strategies

Sea School International staff are appropriately qualified and have sufficient, relevant industry experience to train and assess the courses delivered. On occasion, a subject specialist may conduct assessment in conjunction with a fully qualified assessor. You will be advised of specific instances in your course whereby this may be the case.

Our methodologies regarding training and assessment work toward ensuring our processes meet national assessment principles including Recognition of Prior Learning (RPL), Recognition of Current Competencies (RCC) and Credit Transfer (CT).

Flexible Learning and Assessment

Included in our training and assessment strategies are practices that promote flexibility in learning and assessment. This means we will work with you to provide options that are responsive to your individual needs, and that maximise learning outcomes and access to learning activities.

Training Plans

A training plan will be developed for you upon your enrolment into the course. The plan will be developed between you and Sea School International, based off a template and amended where necessary. It will outline the skills and knowledge you will develop over the duration of the training plan. The training plan becomes a 'living document' and any changes are agreed and noted by all involved parties.

Recognition Processes

Sea School International offers assessment processes that enable recognition of competencies currently held, regardless of how, when or where the learning occurred. These are detailed below:

- **Recognition of Prior Learning**

  Recognition of Prior Learning (RPL) is an assessment process that involves making a judgment on the skills and knowledge an individual has as a result of past study and/or experience. The aim of RPL is to recognise your existing competencies without having to go through the complete processes of training and assessment. You will still need to provide evidence though, upon which your assessor can base their judgement. Evidence must be:

  - Authentic – it must be your own work
  - Sufficient – it must demonstrate competence over a period of time, that the competencies can be repeated, and the evidence must be enough so that the assessor can make an accurate judgement regarding competency
  - Current – it must demonstrate up-to-date knowledge and skills i.e. from the present or the very-recent past
  - Valid – it must be relevant to what is being assessed

You may be eligible to apply for RPL on one or more Units of Competency in your course. Please contact our administration department to discuss your options.

- **Recognition of Current Competencies**

  Recognition of Current Competencies is a recognition process similar to RPL. It applies if a student has "…previously successfully completed the requirements for a unit of competency…and is now required to be reassessed to ensure the competence is being maintained".

  (Taken from: https://www.ncver.edu.au/__data/assets/file/0027/4986/nd2102g.pdf)

- **Credit Transfer**

  Sea School International recognises AQF qualifications and Statements of Attainment that have been issued by other RTOs. Credit transfer may be applied to Units of Competency and related qualifications that have been studied in the past. To apply for a direct credit transfer you will need to supply a certified copy your documentation (certificates and/or statements). For full details on the requirements for credit transfer applications, please contact our administration department on 1300 666 416.

Foundation Skills

All training and assessment delivered by Sea School International contain Foundation Skills. Foundation Skills are embedded into Units of Competency.

They are non-technical skills that support participation in the workplace, the community, and adult education and training. Examples of Foundation Skills include things such as communication skills, literacy skills (reading, writing and numeracy), interacting with others, and skills to effectively participate in the workplace such as teamwork, problem solving, and self- and time-management.

Assessment Information

Submitting Assessments

You are expected to complete assessments for all units in your qualification. You will need to submit assessments by the due date for a result to be recorded. You will receive full and detailed instructions on the requirements for each assessment, including its context and purpose; ensure you talk to your trainer and/or assessor to clarify anything that is not clear to you.

Resubmissions

If you receive feedback to say your submission was 'Unsatisfactory', you will need to provide more evidence to support your claim for competency. This may mean re-doing some of the theory questions, putting extra or more relevant information into your portfolio, or demonstrating a task again. Sea School International does not charge a fee for resubmission of assessments. If, after several resubmissions your work is still 'Unsatisfactory', you will be awarded a result of 'Not Competent' and required to re-enrol in, and re-do the work for the unit, in order to achieve the full qualification.

Talk to our administration department for more information. All of the staff at Sea School International will take every reasonable effort to help you succeed in your course.

Assessment Feedback

You will receive feedback regarding the outcome of each of your assessment items. To be deemed 'Competent' against a nationally accredited unit, you must meet the requirements for all elements that comprise that unit.

Plagiarism

All work that you submit must be your own. You will have signed a declaration at the start of each assessment that this will be the case.

Plagiarism is taking someone else's work and/or ideas and passing them off as your own. It is a form of cheating and is taken seriously by Sea School International. To help you understand, the following are examples that constitute plagiarism:

- Copying sections of text and not acknowledging where the information has come from
- Mashing together multiple 'cut and paste' sections, without properly referencing them, to form an assessment response
- Presenting work that was done as part of a group as your own
- Using information (pictures, text, designs, ideas etc.) and not citing the original author(s)

- Unintentionally failing to cite where information has come from

Referencing

When it comes to properly acknowledging where information has come from, students should be aware of, and be able to properly use, referencing protocols. **Sea School International** expects that you use Harvard style of referencing when writing your assessments. More information about how to do this can be found at:

http://libguides.library.usyd.edu.au/c.php?g=508212&p=3476130

https://www.mybib.com/tools/harvard-referencing-generator

Appeals

Whilst as a student, you are able to lodge an appeal if you disagree with a decision regarding an assessment outcome, you are encouraged to speak with your assessor in the first instance. If you are not satisfied with the outcome of that discussion, you may request a formal review of the assessment decision. Follow Sea School International's procedure for lodging an appeal.

Where to Get Help

Talk to your trainer and/or assessor for help in understanding how to complete your assessments. They are happy to support you and can be contacted though our office on 1300 666 416.

Use of Artificial Intelligence (AI)

Student Use of Artificial Intelligence (AI)

Sea School International (SSI) recognises that Artificial Intelligence (AI) tools — such as ChatGPT, Copilot, Gemini or Claude — are increasingly part of everyday study and work. This section explains when you can and cannot use AI as an SSI student, and what happens if AI use affects the integrity of your assessment.

What counts as AI. AI refers to tools that can interpret, analyse or generate information — for example, tools that write or rewrite text, summarise content, or generate images. This is different from simple automation (like a multiple-choice quiz marking itself), which is not covered by these rules.

Using AI to support your learning. You may use AI tools for your own learning and self-study — for example, to summarise your course notes or rephrase learning materials to help you understand them. This use is limited strictly to learning and study purposes.

AI and assessments. You must not use AI, in any form, to draft or collate your responses to an assessment item. All SSI assessments are conducted under closed-book conditions, and this applies regardless of whether AI is used. Using AI in an assessment will be treated as an academic integrity matter under SSI's Assessment Policy and Complaints and Appeals Policy.

If AI use is suspected in your assessment. SSI will not treat an AI-detection tool result on its own as proof of misconduct. If your trainer or assessor has concerns that your submission may not reflect your own skills and knowledge, you may be asked to complete an alternative or supplementary assessment so you can demonstrate your competency and explain your work in your own words. The outcome of this process will be recorded in your file, and may be escalated under SSI's existing Assessment Policy where required.

Your personal information and AI. Where your personal or sensitive information may be used by an AI-enabled system (including AI features within SSI's student management system), SSI will tell you which system is involved and why, before your information is processed, and will ask for your written consent on your enrolment form.

SSI's Use of Artificial Intelligence (AI)

In the interests of transparency, SSI discloses to students how it uses Artificial Intelligence (AI) in connection with your training, assessment and personal information.

AI tools SSI currently uses. SSI's Approved AI Tools and Systems Register records every AI tool approved for use across the organisation. In summary, SSI uses AI to:

- Review and improve the quality of training materials, assessment tools and PowerPoint presentations (used by admin staff, instructional designers, trainers and our Compliance Manager).
- Support administrative tasks such as document formatting and internal document production, where no personal or sensitive student information is involved.
- Assist with editing documents and creating images for diagrams and marketing material.
- Create marketing video content using SSI's branding — any image of a real person is only used with that person's specific consent.
- Extract enrolment information (such as name, address, date of birth and contact details) from emails into our student management system, under strict security controls and limited to compliance and administration staff.

What this means for your information. Where an AI-enabled system may use or process your personal or sensitive information — including AI features within SSI's student management system — the information above tells you which system is involved and for what purpose. Acknowledging you have read and understood this Student Handbook on your enrolment form, constitutes your agreement to the above listed use of AI. You can withdraw or query this consent at any time by contacting SSI.

What AI is not used for. AI does not make assessment decisions about your competency. Any AI-assisted tool used in training or assessment only supports — and never replaces — the professional judgement of your trainer or assessor.

Keeping this information current. SSI's Approved AI Tools and Systems Register is reviewed regularly, and this disclosure will be updated as our use of AI changes. If you would like more detail on a specific tool, or have questions about how your information is used, contact SSI.

Student Feedback

Sea School International is dedicated to ensuring its practices are constantly reviewed to ensure best possible outcomes. This approach to continuous improvement relies on input from students regarding their experiences whilst enrolled in their course. We welcome feedback at any time but will also specifically ask for it at the completion of your study. Please email our administration team with your feedback and we will action it immediately.

Issuing Certificates

Upon successful completion of your coursework and course requirements and provided all fees are paid, a Certificate or Statement of Attainment will be issued to you within 30 calendar days of you being assessed as meeting all requirements for the course, including paying all fees outstanding. This meets the compliance requirements as set for Sea School International and other RTOs under the Standards for RTOs 2025.

If for some reason Sea School International ceases to operate whilst you are still enrolled, a Statement of Attainment will be issued to you for the units within the qualification for which you have successfully met requirements. (See also, the section ‘Cancellation of Course by Sea School International’).

There is additional documentation that is required for you to supply in order to be certified. This is dependent on the course you are enrolled in but may include but is not limited to sea service, first aid and evidence of any Recognition of Prior Learning applied for.