
JOINING INSTRUCTIONS

Human Element Leadership and Management (Operational Level)
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PRE-REQUISITE QUALIFICATIONS

There are no pre-requisite qualifications

ENTRY REQUIREMENTS

Learners following an MNTB/MCA approved programme are eligible to undertake this course after their first seagoing phase. Learners following the experienced seafarer route to MCA certification shall meet the minimum seagoing service requirements for the issue of a first Certificate of Competency.

REPORTING TIME

For course commencing on a **MONDAY** - Please report to **Marine Reception**, located off Grosvenor Road, no later than 0850 hrs on the date of course commencement as stated in your booking confirmation. Start time is 0900hrs on the first day of the course finishing at 1700hrs on the last day of the course

Course is 21hrs in total and 100% attendance is required.

For course commencing on a **WEDNESDAY** - Please report to **Marine Reception**, located off Grosvenor Road, no later than 1250hrs on the date of course commencement as stated in your booking confirmation. Start time is 1300hrs on the first day of the course finishing at 1700hrs on the last day of the course

Course is 21hrs in total and 100% attendance is required.

COURSE VENUE & HOW TO GET HERE

The course is held at: Marine Simulation Centre
South Shields Marine School
Tyne Coast College
Grosvenor Road
South Shields
Tyne and Wear
NE33 3EN

Please refer to the attached map.

WHAT TO BRING

DOCUMENTS REQUIRED FOR REGISTRATION

You need to produce the following original document at registration:

- **Valid Passport** for proof of identity and **Proof of sea time**.
- (British citizens who do not have a valid passport may provide a UK photo driving licence or a UK Government issued photo identity document.)
- Discharge Book or equivalent to provide number for certification purposes.

CATERING

Full canteen facilities are available at lunchtime and beverage vending machines are available at other times.

FURTHER INFORMATION

If you require any further information please contact the Marine Booking Centre on (0191) 4273772/4273686 or e-mail them at marine@stc.ac.uk

Please note: Due to the nature of these courses South Shields Marine School reserves the right to cancel, giving 3 weeks' notice. All course fees will be refunded or, at the discretion of the College, can be transferred to another course.

HEALTH, SAFETY, SECURITY & CENTRE FACILITIES

HEALTH & SAFETY

All learners attending the College are subject to the provisions of the Health and Safety at Work Act 1974. Any learner acting in a manner which could endanger the safety of him/herself or others may also face prosecution under the Health and Safety at Work Act. A condition of acceptance on the course is that you agree to comply with the College's Health & Safety Policy and a copy of this is available on request.

DRUG & ALCOHOL POLICY

The safety culture at the Tyne Coast College requires a zero tolerance policy for drug and alcohol use. Failure to comply with this policy will result in appropriate disciplinary action including automatic suspension and or expulsion from the course. Course fees will not be refunded in such circumstances.

NO-SMOKING POLICY

Tyne Coast College has a NO SMOKING policy for all its property and smoking is not permitted anywhere on campus including the car park.

SECURITY OF VALUABLES

Lockers are available for use but the College does not accept responsibility or liability for any loss of, or damage to, your possessions.

ACCIDENT AND NEAR-MISS REPORTING

The Colleges provides all learners with a safe environment in accordance with law. Learners too have a responsibility for their own health and safety and a copy of your individual safety responsibility will be given to you during registration.

If you are injured in an accident or involved in a near-miss during your training session, you must report it immediately to the lecturer responsible who will ensure that the appropriate action is taken and that an Accident Report (**AR1**) form is completed. If you are injured or involved in a near-miss outside the training environment but on College property you should report this as soon as possible to a responsible member of staff who will ensure that the appropriate action is taken and that an AR1 form is completed.

CAR PARKING

There is ample car parking space at the South Shields Marine School and a sign indicates the entrance. Please note that vehicles are parked at owners' risk and the College accepts no responsibility or liability for theft or damage.

CATERING (special dietary needs can be accommodated, please inform the canteen at the earliest opportunity of your requirements)

Delegates are provided with hot lunch and beverages during the course. Full catering facilities are available at lunchtime on weekdays and beverage vending machines are available at other times.

TERMS & CONDITIONS

This constitutes the agreement between Tyne Coast College and "The User"

WHEREAS

- A. The College has agreed to make available to; named employees of the company or the individual (The User) detailed in the Schedule to this Agreement the appropriate facilities of the College which term shall include all instruction, training and supervision provided in connection with the proposed course on the usual commercial terms of the College.
- B. As the basis of the business transaction which the College has entered with the User, the College excludes insofar as permissible at law, any liability for all loss, damage and costs incurred by the User as a result of its use or intended use of the Facility by the User and its employees upon the terms of this Agreement.

NOW IT IS HEREBY AGREED as follows:

1. Exclusion

- 1.1 The User acknowledges and agrees that any advice or instruction of any kind provided by the College or any of its employees to the User and its employees shall be regarded as being of general application only and the User AGREES THAT THE College shall not owe the User any duty of care, and shall not therefore be liable, (only insofar as permissible at law) for or in respect of any loss, cost, charge, expense or otherwise incurred by the User in respect of any such advice or instruction or its applicability or otherwise to any design, construction or other project, or any other use, which may be contemplated or put into effect by the User following its use of the Facility.
- 1.2 The User acknowledges that the College is an educational establishment and does not hold itself out as a professional or expert adviser in the business of the User and the User having satisfied itself that the general instruction and training afforded by the College (as detailed in curriculum and course details supplied by the College to the User) is suitable for the User's needs, it is therefore reasonable for the College to exclude its liability in respect of any reliance by the User on advice or instruction given by the College.

2. Limitation

Whilst the College will make every effort to provide the Facility at such times and to such degree as the User shall have reasonably required when contracting with the College, in the event that the College is unable to make the Facility available to the User at such times and to such degree, the College's aggregate liability in respect of any claim made by the User for any costs, expenses, loss or damage it may have incurred as a result of unavailability shall be limited to a reimbursement of any course or training fee paid by the User to the College in respect of the User's use of the Facility.

3. Indemnity

The User shall:

- 3.1 make good to the College all loss and damage suffered by the College as a result of any act, omission or default of the User or its employees in their use of the Facility and shall indemnify the College against all actions, claims, liabilities, costs and expenses arising out of such acts of defaults, and
- 3.2 indemnify the College in respect of all claims, proceedings, costs and expenses made or brought against the College in respect of death, personal injury, loss or damage caused to or suffered by the College and arising from the use of the Facility by the User, its employees or agents unless such death or personal injury shall be proven to be the direct result of the negligence of the College, its employees, servants or agents.

4. Insurance

The User acknowledges the exclusion and limitations of liability and the indemnities contained in Clauses 1-3 above and accordingly notes and agrees that it will maintain adequate insurance to a level reasonably satisfactory to the College and shall produce to the College upon request copies of such insurance policies.

5. Cancellation

The College reserves the right to cancel any course in unavoidable, exceptional circumstances. In this case all course fees paid will be refunded. ***Delegates that fail to attend on the start date of the booked course and have not provided 3 weeks (15 working days) written notice will not be entitled to any fee refund, and if no fee has been prepaid they will be invoiced for the full course fee. Transfer of prepaid fees can be undertaken at the discretion of the college.***

6. Precedence of this Agreement

In the event of any conflict between this Agreement and the College's terms and conditions of enrolment or any other agreement between the College and the user relating to the use of the Facility, the terms of this Agreement shall prevail.

7. Law and Jurisdiction

This Agreement is governed by English Law and in the event of a dispute relating thereto the parties hereby agree to submit to the exclusive jurisdiction of the High Courts of England and Wales.

Unless otherwise agreed in writing, the Customer shall make payment in full for all services supplied within 30 days of the invoice date.