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## Support for Maritime Training (SMarT) – Additional Funds of up to £3 Million

**Notice to all ship owners and managers, masters, deck and engineering officers and ratings of merchant vessels and those concerned with maritime training.**

*This notice replaces MIN 470 and should be read in conjunction with MGN 455  
This notice expires 31 March 2016*

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### Summary

This notice describes the arrangements for the additional funding of up to £3 million per annum allocated to the UK Government's financial support scheme (SMarT) for Merchant Navy seafarer training between 1 April 2014 and 31 March 2016.

Key Points:

1. Introduction
2. Increase in SMarT 1 rates
3. Removal of current restrictions within Marine Guidance Note 455 (M)
4. Eligibility
5. SMarT 2
6. Funding for ECDIS, HV and HELM training courses
7. ECDIS, HV and HELM claims process
8. Documentary evidence, records and audits for TPs and companies
9. Contact us

### 1.0 Introduction

- 1.1 The Government is committed to ensuring that the mechanisms and infrastructure are in place to enable the maritime industry to build on what it has achieved in the past. It continues to invest in the future maritime workforce through the 'Support for Maritime Training' (SMarT) Scheme which has an annual budget of £12 million.
- 1.2 On the 9<sup>th</sup> September 2013 the Transport Secretary, Mr Patrick McLoughlin, announced that the SMarT budget, over the Spending Review period to the end of 2015/16, would receive an increase of up to £3 million a year, in recognition of the importance of sustaining the UK's skills base for this important sector.
- 1.3 The Government has made available additional funds of up to £3 million for financial years 2014/15 and 2015/16. This Note describes the changes to SMarT policy which remains effective until 31 March 2016.



1.4 To claim SMarT funding you must be an MCA registered Training Provider (TP). Companies who wish to become a TP can apply, please see section 4.

## **2.0 Increase in SMarT 1 rates**

2.1 The increase in funds will primarily be used to support the training of officer trainees through SMarT 1.

2.2 From 24 March 2014 the weekly instalment rates will be:

- a) first year trainees (weeks 1-50): £86 per instalment
- b) second and third year trainees (weeks 51-150): £107 per instalment
- c) SMarT 1 Final Payment: £3,156
- d) adult entry trainee engineers (with a letter of initial assessment): 50 instalments at the higher rate of £107 per instalment.

## **3.0 Removal of current restrictions within Marine Guidance Note 455 (M)**

3.1 The current restrictions within Marine Guidance Note (MGN) 455 (M) paragraphs 13.1 to 13.4 have been removed over the Spending Review period to the end of financial year 2015/16.

3.2 New companies who meet the eligibility criteria and have eligible officer trainees and junior officers may apply to join the SMarT Scheme. For more information on the eligibility criteria please see paragraph 4.1 and 4.2 respectively. SMarT cannot be claimed retrospectively and new companies will only be eligible to claim from the date they have officially been approved to join the scheme.

3.3 Consideration will also be given to new client companies who meet the eligibility criteria and have eligible officer trainees.

3.4 Existing Training Providers (TPs) and Consortiums (client companies) will be eligible for funding for additional trainees who meet the SMarT officer trainee eligibility.

3.5 Existing client companies (who already meet the eligibility criteria) who are interested in becoming a Training Provider (TP) in their own right will also be considered providing they have new and eligible officer trainees.

## **4.0 Eligibility**

4.1 To be eligible for receipt of payment under SMarT a TP must:

- a) be an organisation based in, or a body corporate incorporated in, the European Economic Area (EEA) or the British Islands (the UK, the Isle of Man and Channel Islands);
- b) have entered into a written Training Provider's Agreement with the MCA undertaking to provide training places for eligible trainees; and
- c) be able to provide and monitor the training opportunities necessary for trainees to meet the requirements of the relevant approved training programmes leading to a first UK CoC or other qualification eligible under the scheme.

4.2 To be eligible for SMarT funding, candidates must be:



- a) a national of a Member State of the European Economic Area, the Channel Islands or the Isle of Man;
- b) a resident<sup>1</sup> in the United Kingdom (support under SMarT will not be paid in respect of overseas nationals who are subject to employment restrictions and/or a time limit on their stay). Residents currently living in the Channel Islands or the Isle of Man (even if they have the right to reside in the UK) will be treated as the same as nationals of a Member State of the European Economic Area and will be subject to the tests for a) residency and b) intention to remain in the UK;
- c) intending to remain resident in the UK for the foreseeable future after training has been completed; and
- d) proficient in spoken and written English.

## 5.0 SMarT 2

5.1 SMarT 2 funding is applicable to junior officer trainees following an approved MNTB/MCA training programme leading to a second Certificate of Competency (CoC) in one of the following capacities:

- a) Chief Mate Unlimited Regulation II/2
- b) Second Engineer Regulation III/2
- c) Electro-Technical Officer (ETO) Regulation III/6<sup>2</sup>

This funding will be available until 31 March 2016. TPs may only claim funding where they have provided the relevant second certificate training, paragraphs 5.3 – 5.5 refer.

5.2 An overall maximum of £9,303 is available per trainee under SMarT 2 and is broken down as follows:

- a) SMarT 2 1<sup>st</sup> Instalment: £4,560
- b) SMarT 2 2<sup>nd</sup> Instalment: £2,280
- c) SMarT 2 Final Payment: £ 2,463

The below sections clarify how to claim SMarT 2 depending on the route the seafarer has taken. For cadetships see section 5.3, for experienced seafarers and Junior Officers progressing from HNC to HND see section 5.4 and for Adult Entry Engineers see section 5.5.

### 5.3 Cadetships

- a) SMarT 2 1<sup>st</sup> Instalment

A TP can only claim the SMarT 2 1<sup>st</sup> Instalment where they have funded the trainee through the first stage of their management certificate training and have been issued with

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<sup>1</sup> This could be demonstrated by being resident in the UK for a year at the time of original application. A period of less than 12 months may be considered on a case by case basis by the MCA if the candidate either owns a property in the UK or has close family ties in the UK. Documentary evidence (either original or certified copies) will be required to support the request. TPs should contact the MCA with regard to UK nationals living overseas for example where their parents are serving in the Armed Forces.

<sup>2</sup> SM2 1<sup>st</sup> Instalment may be claimed for Electro-Technical Officers who have fully completed an approved Foundation Degree and successfully obtained their first CoC. The SM2 2<sup>nd</sup> Instalment and the Final Payment cannot be claimed as there is currently no second CoC for ETOs.



an OOW unlimited CoC on or after 28 March 2014. The following MNTB approved programmes are acceptable:

- Foundation Degree (FD)
- Higher National Diploma (HND)
- Professional Diploma (Scottish National Diploma)
- Honours Degree

**Note:** The SMarT 2 1<sup>st</sup> Instalment can only be claimed with or after the SMarT 1 Final Payment.

b) SMarT 2 2<sup>nd</sup> Instalment

A TP can claim for the SMarT 2 2<sup>nd</sup> Instalment where they have funded the trainee through the second stage of their management certificate training. TPs will require evidence of the following for audit:

- completion of training on or after the 28 March 2014
- college attendance reports

**Note:** Evidence demonstrating completion of training can be a college course completion letter, a completed SM2 2<sup>nd</sup> Instalment declaration form (Annex G), or SQA pass certificate(s).

c) Final Payment

The Final Payment may be claimed once the trainee has gained their second CoC on or after 28 March 2014.

#### 5.4 Experienced Seafarers and Junior Officers progressing from HNC to HND

a) SMarT 2 1<sup>st</sup> Instalment

TPs may claim the SMarT 2 1<sup>st</sup> Instalment where they have funded the trainee through Part 2 of the HND<sup>3</sup> experienced seafarer route. TPs must provide evidence of the following:

- completion of training on or after the 28 March 2014 (SM2 1<sup>st</sup> Instalment declaration form must be completed – see Annex F),
- college attendance reports, and
- a copy of the trainees OOW unlimited CoC<sup>4</sup>.

b) SMarT 2 2<sup>nd</sup> Instalment

A TP can claim for the SMarT 2 2<sup>nd</sup> Instalment where they have funded the trainee through the second stage<sup>5</sup> (preparatory course) of their management certificate training. Trainees must have completed this training on or after 28 March 2014. TPs will require evidence of the following for audit:

- completion of training on or after the 28 March 2014, and
- college attendance reports

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<sup>3</sup> HND Part 2 covers E&T (Education and Training) C and E&T D as per MGN 92, or any subsequent update. For the purposes of SMarT funding, this will be deemed to be the first two terms of the three term college course for candidates not in possession of an HND.

<sup>4</sup> For the experienced seafarer, HNC to HND and adult entry engineer routes the OOW unlimited CoC can be issued before 28 March 2014, evidence of course completion is required for audit.

<sup>5</sup> For the purposes of SMarT funding, this will be deemed to be to be the third term of the three term college course for candidates for Chief Mate not in possession of an HND in Nautical Science.



**Note:** Evidence demonstrating completion of training can be a college course completion letter, a completed SM2 2<sup>nd</sup> Instalment declaration form (Annex G) or SQA pass certificate(s).

c) Final Payment

The Final Payment may be claimed once the trainee has gained their second CoC on or after 28 March 2014.

## 5.5 Adult Entry Engineers

a) SM2 1<sup>st</sup> Instalment

TPs may claim the SMarT 2 1<sup>st</sup> Instalment where they have funded the trainee through some or all of the six MCA/SQA academic subjects. TPs must provide evidence of the following:

- completion of training on or after the 28 March 2014 (SM2 1<sup>st</sup> Instalment declaration form must be completed – see Annex F),
- college attendance reports,
- Letter of Initial Assessment, and
- a copy of the trainees OOW unlimited CoC<sup>4</sup>.

b) SMarT 2 2<sup>nd</sup> Instalment

A TP can claim for the SMarT 2 2<sup>nd</sup> Instalment where they have funded the trainee through the three professional subjects. Trainees must have completed this training on or after 28 March 2014. TPs will require evidence of the following for audit:

- completion of training on or after the 28 March 2014, and
- college attendance reports

**Note:** Evidence demonstrating completion of training can be a college course completion letter, a completed SM2 2<sup>nd</sup> Instalment declaration form (Annex G) or SQA pass certificate(s).

c) Final Payment

The Final Payment may be claimed once the trainee has gained their second CoC on or after 28 March 2014.

5.6 A SMarT 2 Training Agreement between TPs and trainees must be in place and signed and dated prior to commencement of training. Previously the SMarT 2 1<sup>st</sup> Instalment training was incorporated into the Training Agreement for the first certificate training, and a separate Training Agreement is required for the SMarT 2 2<sup>nd</sup> Instalment training, this must be reinstated. If training commenced prior to 28 March 2014 a Training Agreement can be signed retrospectively

5.7 A SMarT 2 Training Agreement will also be required for those junior officers who did not follow a cadetship.

## 6.0 Funding for ECDIS, HV and HELM training courses

6.1 SMarT may be available to assist in the funding of the extra training costs associated with the Manila Amendments to the International Convention on Standards of Training, Certification and Watchkeeping (STCW) '78. This section sets out the conditions under



which claims are eligible and the process for submitting claims. Claims will be deferred until the end of the financial year providing funds are available.

6.2 A one-off grant of up to £500 is available for training undertaken in generic Electronic Chart Display and Information Systems (ECDIS) and High Voltage (HV) (operational and management) for candidates who meet the eligibility criteria. For Human Element, Leadership and Management (HELM) a maximum of up to £186 for operational (o) training and up to £287 for management (m) training can be claimed. The eligibility criteria can be found in section 6.5, 6.6 and 6.7 below. The claims process can be found in section 7.

6.3 For the purposes of SMarT funding all eligibility criteria must be met before the seafarer undertakes the relevant training course.

6.4 Current candidates undertaking MNTB approved<sup>6</sup> OOW unlimited or second certificate training will not be eligible for separate ECDIS, HV or HELM funding as these elements are included within the current training programme.

- a) As of 1 January 2017, all merchant seafarers holding a deck Certificate of Competency (CoC) issued under Regulation II/1, II/2 or II/3 working on ships equipped with ECDIS will be required to have undertaken the appropriate ECDIS training.
- b) All merchant seafarers holding an engineering CoC issued under Regulation III/1, III/2 or III/3 as of 1 January 2017 will be required to have undergone the appropriate training in HV systems if they are to continue working on ships fitted with systems<sup>7</sup> over 1000V.
- c) Both deck and engineering merchant seafarers applying for a CoC issued under Regulation II/1, II/2, II/3, III/1, III/2 or III/3 will be required as of 31 August 2013 to have undertaken the relevant UK HELM course.

#### 6.5 Eligibility for ECDIS funding

- a) In addition to the requirements set out in paragraph 4.2, to be eligible for SMarT funding towards a generic ECDIS course candidates must also:
  - i. hold a current UK CoC issued under Regulation II/1, II/2 or II/3;
  - ii. have completed an MCA approved ECDIS<sup>8</sup> course on or after 1 April 2014,
  - iii. have not completed an MCA approved Navigation Radar and ARPA Simulator (NARAS) or Navigational Aids and Equipment and Simulator Training (NAEST) course after the 1 January 2005.
- b) Any candidates that have completed a NARAS or NAEST course since 1 January 2005 do not need to undertake the generic ECDIS training in accordance with the Manila Amendments.
- c) Candidates currently training where SMarT is already being or has been claimed will not be eligible for this additional funding

#### 6.6 Eligibility for HV funding

- a) In addition to the requirements set out in paragraph 4.2, to be eligible for SMarT funding towards a HV course candidates must also:

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<sup>6</sup> Excluding the MNTB Approved route to gain Officer of the Watch (OOW) near coastal less than 500 GT

<sup>7</sup> A high voltage (over 1000V) system is where voltage is generated and distributed at high voltage or transformed to and distributed at high voltage. It does not include systems where high voltage is utilised locally e.g. ignition systems, radio transmission, radar and other navigational equipment.

<sup>8</sup> A list of MCA approved ECDIS courses is contained in Annex A.



- i. hold a current UK CoC issued under Regulation III/1, III/2, III/3 or III/6; and
- ii. have completed an MCA approved or recognised HV<sup>9</sup> course on or after 1 April 2014

Funding is available for both management and operational levels except where paragraph 6.6 (b) applies.

- b) Any operational level candidates who have completed the following sea service in the engine room on vessels fitted with HV systems<sup>8</sup>:
  - i. six months in the preceding five years; or
  - ii. three months sea service during the last 12 monthswill not be required to undertake the HV training and therefore is not eligible to claim for HV funding.
- c) Any candidates that have already completed an MCA approved or recognised course which covers HV do not need to undertake any further HV training.
- d) Candidates currently training where SMarT is already being or has been claimed will not be eligible for this additional funding.
- e) HV (o) may be claimed where it is not included as part of an approved training course.  
**Note:** This includes adult entry, experienced seafarers and Electro-Technical Officers not completing the MNTB approved training programme.
- f) Funding may be claimed for the following eligible candidates completing the HV (management) course:
  - Second Engineer
  - Chief Engineer

#### 6.7 Eligibility for HELM funding

- a) In addition to the requirements set out in paragraph 4.2, to be eligible for SMarT funding towards a HELM course candidates must also:
  - i. be applying for a UK COC under regulation III/1, II/2, II/3, III/1, III/2, III/3 or III/6
  - ii. not be enrolled on an MNTB approved training course
  - iii. have completed an MCA approved HELM course on or after 1 April 2014.
- b) Candidates currently training where SMarT already is being or has been claimed will not be eligible for this additional funding.
- c) HELM (o) may be claimed where it is not included as part of an approved training course.  
**Note:** This includes adult entry, experienced seafarers and rating to OOW less than 500 GT near coastal.
- d) Funding may be claimed for the following eligible candidates completing the HELM (management) course:
  - Chief Mate
  - Master
  - Second Engineer

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<sup>9</sup> A list of MCA approved High Voltage courses is contained in Annex B. Please note this list is not exhaustive. Any completed course must meet the competencies listed in paragraph 2.2 of MIN 423 (M) to be eligible for SMarT funding. Any queries should be sent by email, to the MCA and not to the AB.



- Chief Engineer

## 7.0 ECDIS, HV and HELM claims process

7.1 All documentary evidence as listed 8.4, 8.5 and 8.6 must be submitted with the application form for all ECDIS, HV and HELM claims.

7.2 All claims will be subject to audit by an external organisation referred to as the Administering Body (AB) on behalf of the MCA. The current AB is MaTSU.

7.3 Training Providers (TPs) must contact the AB for a claims forecast form, documentary evidence must be provided when the claim is submitted. Final claims must be submitted by 31 March 2015 and 2016, no late claims will be accepted.

7.4 All claims must be submitted monthly in accordance with the existing payment schedule (see annex E). Payments and reimbursements will be made after the end of period 12, providing funds are available. Claims can be made in the following ways:

- a) through an existing Training Provider (TP) in the SMarT Scheme
- b) through the Merchant Navy Training Provider (MNTP)
- c) through the AB

Companies not currently in the SMarT scheme can become a TP if they meet the eligibility criteria, please see paragraph 4.1.

7.5 TPs may claim a one-off grant for each eligible candidate employed (either by themselves or by a client consortia company) who has undertaken the relevant training until 31 March 2016. Claims must be made through the SMarT Portal and must only be made by TPs providing a candidate has not submitted a claim themselves.

7.6 Eligible employed candidates who have paid for the training themselves may submit a claim by contacting the AB on the following email address [smart-mca-enquiries@ricardo-aea.com](mailto:smart-mca-enquiries@ricardo-aea.com)

7.7 Eligible unemployed candidates who have undertaken the relevant training and paid for the course themselves in financial years 14/15 and 15/16 should apply for funding through the MNTP. The MNTP will administer the grant on their behalf. Unemployed applicants must:

- a) sign a declaration to state that they are unemployed on the course start date and have no known offers of employment for the duration of the course for which they have applied for funding; and
- b) state their intention to claim by contacting the MNTP; and
- c) apply to:

The Merchant Navy Training Provider (MNTP)  
30 Park Street  
London  
SE1 9EQ  
Tel: 020 7417 2840  
Fax: 020 7726 2080  
e-mail: [smart@mntb.org.uk](mailto:smart@mntb.org.uk)

7.8 Any overpayments must be repaid within 30 calendar days of being identified.





## 8.0 Documentary evidence, records and audits for TPs and companies

8.1 As with all SMarT documentation, records must be retained securely for a minimum of seven years. All TPs will be subject to audit. Evidence in support of eligibility for SMarT funding (as per MGN 455 (M) section 8) and for ECDIS (as per paragraph 6.5), HV (as per paragraph 6.6) or HELM (as per paragraph 6.7) claims must be retained in accordance with the record and audits arrangements set out in section 11 of MGN 455 (M).

8.2 The Secretary of State reserves the right to withhold funding if the TP is unable to demonstrate the eligibility of a trainee or provide the requisite evidence.

8.3 TPs must inform their trainees that the information in any application may be processed by MaTSU on behalf of the MCA (including any processing necessary to establish the authenticity and validity of the issued certificate and their eligibility for funding). Further more anonymised information may be passed on to form government statistics. This must be evidenced within the Training Agreement made with the trainee or in a separate letter, agreement or email.

8.4 TPs making claims on behalf of eligible candidates for ECDIS training must retain for audit by the AB the following items as evidence of meeting both the SMarT eligibility and the ECDIS claims criteria:

- a) a copy of the candidate's CoC;
- b) a certified copy of the candidate's passport or discharge book;
- c) evidence of the candidate's residency<sup>10</sup> at a UK address, as per MGN 455 section 8.1b;
- d) a certified copy of the candidate's MCA approved ECDIS course completion certificate issued on or after 1 April 2014 until 31 March 2016;
- e) a certified copy of the candidate's MCA approved NARAS<sup>11</sup> (operational or management);
- f) proof of payment for ECDIS training; and
- g) is able to produce written evidence which demonstrates that the TP has a clear and followed process in place confirming that points 6.5 b-c have been checked and verified. A declaration form (Annex H) must be completed which should be available during audit.

8.5 TPs making claims on behalf of eligible candidates HV training must retain for audit by the AB the following items as evidence of meeting both the SMarT eligibility and the HV claims eligibility criteria:

- a) a copy of the candidate's CoC;
- b) a certified copy of the candidate's passport or discharge book;
- c) evidence of the candidate's residency<sup>10</sup> at a UK address, as per MGN 455 section 8.1b
- d) a certified copy of the candidate's MCA approved HV or MCA recognised course completion certificate issued on or after 1 April 2014 until 31 March 2016 and
- e) proof of payment for HV training;
- f) is able to produce written evidence which demonstrates that the TP has a clear and followed process in place confirming that points 6.6 b-d have been checked and verified. A declaration form (Annex H) must be completed which should be available during audit.

8.6 TPs making claims on behalf of eligible candidates for HELM training must retain for audit by the AB the following items as evidence of meeting both the SMarT eligibility and the

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<sup>10</sup> Support under SMarT is not intended for those candidates who normally reside outside of the UK and come to the UK solely for the purpose of training.

<sup>11</sup> TPs will be required to submit the NARAS certificate or equivalent with the application to clarify eligibility.



HELM claims eligibility criteria:

a) a copy of the candidate's CoC

**Note:** a training agreement or declaration will be accepted for junior officers who have not yet gained their CoC

b) a certified copy of the candidate's passport or discharge book;

c) evidence of the candidate's residency<sup>10</sup> at a UK address, as per MGN 455 section 8.1b

d) a certified copy of the candidate's MCA approved HELM course completion certificate and

e) proof of payment for HELM training;

f) where a trainee is following an MNTB approved cadetship, evidence that their course began before July 2013 is required; and

g) is able to produce written evidence which demonstrates that the TP has a clear and followed process in place confirming that points 6.7 b-c have been checked and verified. A declaration form (Annex H) must be completed which should be available during audit.

## 9.0 Contact us

9.1 SMarT is currently administered by MaTSU and if you would like further information you may contact them at:

The SMarT Administrator  
MaTSU  
The Gemini Building  
Fermi Avenue  
Harwell  
Didcot  
OX11 0QR

Tel: 01235 753244

e-mail: [smart-mca-enquiries@ricardo-aea.com](mailto:smart-mca-enquiries@ricardo-aea.com)

9.2 You may also contact the MCA SMarT team at:

SMarT Team  
Seafarer Training and Certification  
Maritime and Coastguard Agency  
105 Commercial Road  
Southampton  
SO15 1EG

e-mail: [smart@mca.gov.uk](mailto:smart@mca.gov.uk)



## **More Information**

SMarT Team  
Maritime and Coastguard Agency  
Bay 1/21  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG

Tel : +44 (0) 23 8032 9381  
Fax : +44 (0) 23 8032 9252  
e-mail: [smart@mcga.gov.uk](mailto:smart@mcga.gov.uk)

General Inquiries: [infoline@mcga.gov.uk](mailto:infoline@mcga.gov.uk)

MCA Website Address: [www.dft.gov.uk/mca](http://www.dft.gov.uk/mca)

File Ref: MC 12/55/12

Published: June 2014  
Please note that all addresses and  
telephone numbers are correct at time of publishing

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## Approved ECDIS Training Providers

<b>MCA Approved Training Provider</b>	<b>Location</b>	<b>Website or email</b>
British Columbia Institute of Technology	Canada	<a href="http://www.bcit.ca">www.bcit.ca</a>
Centre for Simulator Marine Training (CSMarT)	Netherlands	<a href="http://www.csmartalmere.com">www.csmartalmere.com</a>
ECDIS Ltd	Fareham UK	<a href="mailto:enquiries@ecdis.org">enquiries@ecdis.org</a>
City of Glasgow College	Glasgow UK	<a href="http://www.cityofglasgowcollege.ac.uk">www.cityofglasgowcollege.ac.uk</a>
International Crew Training	USA	<a href="http://www.yachtmaster.com">www.yachtmaster.com</a>
Lowestoft College	Lowestoft UK	<a href="http://www.lowestoft.ac.uk">www.lowestoft.ac.uk</a>
South Tyneside College	South Shields UK	<a href="mailto:nauticaladmin@stc.ac.uk">nauticaladmin@stc.ac.uk</a>
Star Centre	USA	<a href="http://www.starcenteritalia.it">www.starcenteritalia.it</a>
University of Trinidad and Tobago	Trinidad and Tobago	<a href="mailto:utt.marketing@utt.edu.tt">utt.marketing@utt.edu.tt</a>
Blackpool and The Fylde College	Fleetwood UK	<a href="mailto:maritime@blackpool.ac.uk">maritime@blackpool.ac.uk</a>
Blue Water	France	<a href="mailto:training@bluewateryachting.com">training@bluewateryachting.com</a>
Blue Water	Spain	<a href="http://www.bluewateryachting.com">www.bluewateryachting.com</a>
Evergreen Corporation, Marine Training Centre	Taiwan	<a href="http://www.evergreen-marine.com">www.evergreen-marine.com</a>
Lairdside Maritime Centre	Wirral UK	<a href="mailto:lairdside@livjm.ac.uk">lairdside@livjm.ac.uk</a>
Maersk Training Newcastle Ltd	Tyne Tunnel UK	<a href="http://www.maersktraining.com">www.maersktraining.com</a>
Maritime Professional Training	USA	<a href="mailto:info@mptusa.com">info@mptusa.com</a>
Maritime Training Institute	Pakistan	<a href="mailto:info@mintship.com">info@mintship.com</a>
NAFC Marine Centre	Shetland UK	<a href="http://www.nafc.uhi.ac.uk">www.nafc.uhi.ac.uk</a>
Northern Marine Manning Services Training	Clydebank UK	<a href="mailto:enquiries@nmms.co.uk">enquiries@nmms.co.uk</a>
Red Ensign Limited	Isle of Wight UK	<a href="mailto:marketing@redensigntraining.co">marketing@redensigntraining.co</a>
Scottish Maritime Academy	Aberdeen UK	<a href="mailto:sma@banff-buchan.ac.uk">sma@banff-buchan.ac.uk</a>
Sir Derek Bibby Maritime Training Centre	India	<a href="mailto:training@india.bibbyshipmanagement.com">training@india.bibbyshipmanagement.com</a>
Split Ship Management Ltd	Croatia	<a href="mailto:ssm-training@ssm.htnet.hr">ssm-training@ssm.htnet.hr</a>
UK Sailing Academy	Isle of Wight UK	<a href="mailto:mca@uksa.org">mca@uksa.org</a>
University of Plymouth	Plymouth UK	<a href="http://www.plymouth.ac.uk">www.plymouth.ac.uk</a>
Warsash Maritime Academy	Southampton UK	<a href="mailto:wma.training@solent.ac.uk">wma.training@solent.ac.uk</a>
Western Training Association	Plymouth UK	<a href="mailto:enquiries@swta.co.uk">enquiries@swta.co.uk</a>

## Approved HV (Operational) Training Providers

<b>MCA Approved Training Provider</b>	<b>Location</b>	<b>Website or email</b>
ABB Marine Academy (Rotterdam)	Netherlands	<a href="http://new.abb.com/uk">http://new.abb.com/uk</a>
City of Glasgow College	Glasgow UK	<a href="http://www.cityofglasgowcollege.ac.uk">www.cityofglasgowcollege.ac.uk</a>
HMS Sultan (in house)	N/A	N/A
NAFC Marine Centre	Shetland UK	<a href="http://www.nafc.uhi.ac.uk">www.nafc.uhi.ac.uk</a>
South Tyneside College	South Shields UK	<a href="mailto:nauticaladmin@stc.ac.uk">nauticaladmin@stc.ac.uk</a>
The Faraday Centre	Middlesbrough UK	<a href="mailto:training@faradaycentre.co.uk">training@faradaycentre.co.uk</a>
Warsash Maritime Academy	Southampton UK	<a href="mailto:wma.training@solent.ac.uk">wma.training@solent.ac.uk</a>

## Approved HV (Management) Training Providers

<b>MCA Approved Training Provider</b>	<b>Location</b>	<b>Website or email</b>
HMS Sultan (in house)	N/A	N/A
Marine Academy ABB (Helsinki)	Finland	<a href="http://new.abb.com/uk">http://new.abb.com/uk</a>
NAFC Marine Centre	Shetland UK	<a href="http://www.nafc.uhi.ac.uk">www.nafc.uhi.ac.uk</a>
South Tyneside College	South Shields UK	<a href="mailto:nauticaladmin@stc.ac.uk">nauticaladmin@stc.ac.uk</a>
The Faraday Centre	Middlesbrough UK	<a href="mailto:training@faradaycentre.co.uk">training@faradaycentre.co.uk</a>
Warsash Maritime Academy	Southampton UK	<a href="mailto:wma.training@solent.ac.uk">wma.training@solent.ac.uk</a>

## Approved HELM (Operational) Training Providers

<b>MCA Approved Training Provider</b>	<b>Location</b>	<b>Website or email</b>
Agenzia Marittima De Felice srl	Italy	<a href="http://www.ygcv.com">www.ygcv.com</a>
Blackpool and The Fylde College	Fleetwood UK	<a href="mailto:maritime@blackpool.ac.uk">maritime@blackpool.ac.uk</a>
Blue Water	France	<a href="mailto:training@bluewateryachting.com">training@bluewateryachting.com</a>
Blue Water	Spain	<a href="http://www.bluewateryachting.com">www.bluewateryachting.com</a>
Centre for Simulator Marine Training (CSMarT)	Netherlands	<a href="http://www.csmartalmere.com">www.csmartalmere.com</a>
City of Glasgow College	Glasgow UK	<a href="http://www.cityofglasgowcollege.ac.uk">www.cityofglasgowcollege.ac.uk</a>
Crew Training Solutions	Italy	<a href="mailto:info@crewtrainingsolutions.com">info@crewtrainingsolutions.com</a>
ECDIS Ltd	Fareham UK	<a href="mailto:enquiries@ecdis.org">enquiries@ecdis.org</a>
Evergreen Corporation, Marine Training Centre	Taiwan	<a href="http://www.evergreen-marine.com">www.evergreen-marine.com</a>
Glasgow Maritime Academy	Glasgow UK	<a href="http://www.glasgowmaritimeacademy.com">www.glasgowmaritimeacademy.com</a>
International Crew Training	USA	<a href="http://www.yachtmaster.com">www.yachtmaster.com</a>
John Percival Marine Associates	Wirral UK	<a href="http://www.yachting-pages.com">www.yachting-pages.com</a>
Liverpool John Moores University	Liverpool UK	<a href="mailto:courses@ljmu.ac.uk">courses@ljmu.ac.uk</a>
Maritas Ltd	Tyne Tunnel UK	<a href="http://www.maersktraining.com">www.maersktraining.com</a>
Maritime Professional Training	USA	<a href="mailto:info@mptusa.com">info@mptusa.com</a>
Ocean Training Plymouth	Plymouth	<a href="http://www.oceantraining.org.uk">www.oceantraining.org.uk</a>
Scottish Maritime Academy (at North East)	Aberdeen	<a href="http://www.banff-buchan.ac.uk">www.banff-buchan.ac.uk</a>
Sea Regs	Plymouth	<a href="mailto:admin@searegs.co.uk">admin@searegs.co.uk</a>
Sir Derek Bibby Maritime Training Centre	India	<a href="mailto:training@india.bibbyshipmanagement.com">training@india.bibbyshipmanagement.com</a>
South Tyneside College	South Shields UK	<a href="mailto:nauticaladmin@stc.ac.uk">nauticaladmin@stc.ac.uk</a>
UK Sailing Academy	Isle of Wight UK	<a href="mailto:mca@uksa.org">mca@uksa.org</a>
Warsash Maritime Academy	Southampton UK	<a href="mailto:wma.training@solent.ac.uk">wma.training@solent.ac.uk</a>
Western Training Association	Plymouth UK	<a href="mailto:enquiries@swta.co.uk">enquiries@swta.co.uk</a>
WrightWay Training Ltd	Norfolk UK	<a href="mailto:enquiries@wrightway.co.uk">enquiries@wrightway.co.uk</a>

## Approved HELM (Management) Training Providers

<b>MCA Approved Training Provider</b>	<b>Location</b>	<b>Website or email</b>
Blackpool and The Fylde College	Fleetwood UK	<a href="mailto:maritime@blackpool.ac.uk">maritime@blackpool.ac.uk</a>
Blue Water	France	<a href="mailto:training@bluewateryachting.com">training@bluewateryachting.com</a>
Blue Water	Spain	<a href="http://www.bluewateryachting.com">www.bluewateryachting.com</a>
Centre for Simulator Marine Training (CSMarT)	Netherlands	<a href="http://www.csmartalmere.com">www.csmartalmere.com</a>
City of Glasgow College	Glasgow UK	<a href="http://www.cityofglasgowcollege.ac.uk">www.cityofglasgowcollege.ac.uk</a>
ECDIS Ltd	Fareham UK	<a href="mailto:enquiries@ecdis.org">enquiries@ecdis.org</a>
Evergreen Corporation, Marine Training Centre	Taiwan	<a href="http://www.evergreen-marine.com">www.evergreen-marine.com</a>
Glasgow Maritime Academy	Glasgow UK	<a href="http://www.glasgowmaritimeacademy.com">www.glasgowmaritimeacademy.com</a>
International Crew Training	USA	<a href="http://www.yachtmaster.com">www.yachtmaster.com</a>
Liverpool John Moores University	Liverpool UK	<a href="mailto:courses@ljmu.ac.uk">courses@ljmu.ac.uk</a>
Maersk Training Newcastle Ltd	Tyne Tunnel UK	<a href="http://www.maersktraining.com">www.maersktraining.com</a>
Maritime Operations & Logistics Centre	Gravesend UK	<a href="http://www.nwkcollege.ac.uk">www.nwkcollege.ac.uk</a>
Maritime Professional Training	USA	<a href="mailto:info@mptusa.com">info@mptusa.com</a>
Oxford Aviation Academy UK Limited	Crawley UK	<a href="mailto:nick.wilcox@cae.com">nick.wilcox@cae.com</a>
Scottish Maritime Academy (at North East)	Aberdeen	<a href="http://www.banff-buchan.ac.uk">www.banff-buchan.ac.uk</a>
Sir Derek Bibby Maritime Training Centre	India	<a href="mailto:training@india.bibbyshipmanagement.com">training@india.bibbyshipmanagement.com</a>
South Tyneside College	South Shields UK	<a href="mailto:nauticaladmin@stc.ac.uk">nauticaladmin@stc.ac.uk</a>
Teamwise Limited (in house)	N/A	N/A
UK Sailing Academy	Isle of Wight UK	<a href="mailto:mca@uksa.org">mca@uksa.org</a>
Warsash Maritime Academy	Southampton UK	<a href="mailto:wma.training@solent.ac.uk">wma.training@solent.ac.uk</a>
WrightWay Training Ltd	Norfolk UK	<a href="mailto:enquiries@wrightway.co.uk">enquiries@wrightway.co.uk</a>

## Annex E

## Payment Schedule for Financial Year 2014/15

Payment Period	No of Weeks <sup>1</sup>	Week Ending (Sunday)	TPs submit claims to MaTSU by Friday <sup>2</sup>	MaTSU submit invoice by Friday	MCA payment to MaTSU by Friday	MaTSU payment to TP by Friday
1	1-5 (5 wks)	27/04/14	02/05/14	16/05/14	30/05/14	06/06/14
2	6-9 (4 wks)	25/05/14	30/05/14	13/06/14	27/06/14	04/07/14
3	10-14 (5 wks)	29/06/14	04/07/14	18/07/14	01/08/14	08/08/14
4	15-18 (4 wks)	27/07/14	01/08/14	15/08/14	29/08/14	05/09/14
5	19-23 (5 wks)	31/08/14	05/09/14	19/09/14	03/10/14	10/10/14
6	24-27 (4 wks)	28/09/14	03/10/14	17/10/14	31/10/14	07/11/14
7	28-31 (4 wks)	26/10/14	31/10/14	14/11/14	28/11/14	05/12/14
8	32-36 (5 wks)	30/11/14	05/12/14	19/12/14	<b>Tues 06/01/15</b>	<b>Tues 13/01/15</b>
9	37-40 (4 wks)	28/12/14	<b>Tues 06/01/15</b>	16/01/15	30/01/15	06/02/15
10	41-44 (4 wks)	25/01/15	30/01/15	13/02/15	27/02/15	06/03/15
11	45-48 (4 wks)	22/02/15	27/02/15	13/03/15	27/03/15	<b>Tue 07/04/15</b>
12 <sup>3</sup>	49-53 (5 wks)	29/03/15	<b>Tues 07/04/15</b>	17/04/15	01/05/15	08/05/15

## Footnotes:

<sup>1</sup> Week numbers relate to complete weeks (Mon-Sun) in the financial year beginning 01 April 2014.

<sup>2</sup> In exceptional circumstances, claims from TPs missing the deadline for a particular period may be included with the claim for the following period.

<sup>3</sup> All claim payments and reimbursements for SMaT 3 will be made after period 12 providing funds are available.





**SUPPORT FOR MARITIME TRAINING SCHEME**  
**SMarT 2 1<sup>st</sup> Instalment - Declaration Form**  
 Between the Training Provider (TP) and Trainee

The trainee agrees they have undertaken and completed a training programme as approved under SMarT 2 Training Agreement for training of seafarers for a second Certificate of Competency as a Merchant Navy Officer.

TPs whose trainees are following the Experienced Seafarer, progressing from an HNC to HND or on the Adult Entry Engineer routes must complete and retain a copy of this form for audit purposes. It does not require completion for trainees following a cadetship route.

**Please read MIN 486 before completing this application form.**

## 1 TRAINEE DETAILS

First name	
Surname	
Date of Birth	
Nationality	

## 2 TRAINING UNDERTAKEN

College Name							
Route Taken (Please tick as appropriate)	Cadetship				Experienced Seafarer	HNC to HND	Adult Entry Engineer
	Higher National Diploma	Foundation Degree	Scottish Professional Diploma	Honours Degree			
Date Started							
Date Completed							
Course title							
OOW unlimited CoC issue date							
Date SMarT 1 Final Payment claimed							
Date SMarT 2 1 <sup>st</sup> instalment claimed							

### 3 DECLARATION

#### Trainee declaration

I confirm I have attended and completed the above course of training.

Signature ..... Print.....

Date .....

#### College declaration

I confirm the above trainee has attended and completed the above course of training.

Signature ..... Print.....

Position ..... Date .....

#### TP declaration

I confirm the above trainee has attended and completed the above course of training.

Signature ..... Print.....

Position ..... Date .....

This form must be completed and signed, or a course completion certificate obtained, before a claim for SMarT 2 1<sup>st</sup> instalment funding can be made.



**SUPPORT FOR MARITIME TRAINING SCHEME**  
**SMarT 2 2<sup>nd</sup> Instalment - Declaration Form**  
 Between the Training Provider (TP) and Trainee

The trainee agrees they have undertaken and completed a training programme as approved under SMarT 2 Training Agreement for training of seafarers for a second Certificate of Competency as a Merchant Navy Officer.

If a TP does not hold a course completion or SQA pass certificate(s) for a trainee this form must be completed and signed before a claim for SMarT funding can be made.

**Please read MIN 486 before completing this application form.**

## 1 TRAINEE DETAILS

First name	
Surname	
Date of Birth	
Nationality	

## 2 TRAINING UNDERTAKEN

College name							
Route taken (Please tick as appropriate)	Cadetship				Experienced Seafarer	HNC to HND	Adult Entry Engineer
	Higher National Diploma	Foundation Degree	Scottish Professional Diploma	Honours Degree			
Date started							
Date completed							
Course title							
Date SMarT 2 2 <sup>nd</sup> Instalment claimed							
Date SMarT 2 Final Payment claimed							
Management CoC issue date							

### 3 DECLARATION

#### Trainee declaration

I confirm I have attended and completed the above course of training.

Signature ..... Print.....

Date .....

#### College declaration

I confirm the above trainee has attended and completed the above course of training.

Signature ..... Print.....

Position ..... Date .....

#### TP declaration

I confirm the above trainee has attended and completed the above course of training.

Signature ..... Print.....

Position ..... Date .....



## 2 ECDIS TRAINING DECLARATION

I declare that

- a) I have read and understood MIN 486
- b) all trainees named above meet the SMarT eligibility criteria prior to undertaking the course.
- c) all documentary evidence has been submitted with the trainees application, as per MIN 486 8.4 a-g.
- d) SMarT funding has not been claimed previously for any of the trainees on this form in relation to ECDIS training.
- e) all trainees have not completed a NARAS or NAEST course<sup>12</sup> since 1 January 2005.

Signature ..... Print.....

Position ..... Date .....

## 3 HIGH VOLTAGE DECLARATION

I declare that

- a) I have read and understood MIN 486
- b) all trainees named above meet the SMarT eligibility criteria prior to undertaking the course
- c) all documentary evidence has been submitted with the trainees application, as per MIN 486 8.5 a-f
- d) SMarT funding has not been claimed previously for any of the trainees on this form in relation to HV training
- e) all trainees have not undertaken sea service as per MIN 486 6.6 b
- f) all trainees have not previously completed an approved or recognised HV course.

Signature ..... Print.....

Position ..... Date .....

## 3 HELM DECLARATION

I declare that

- a) I have read and understood MIN 486
- b) all trainees named above meet the SMarT eligibility criteria prior to undertaking the course
- c) all documentary evidence has been submitted with the trainees application, as per MIN 486 8.6 a-g
- d) SMarT funding has not been claimed previously for any of the trainees on this form in relation to HELM training.

Signature ..... Print.....

Position ..... Date .....

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<sup>12</sup> TPs will be required to submit the NARAS certificate or equivalent with the application to clarify eligibility.