



The Government Support for Maritime Training Scheme (SMarT) – Additional funding for generic Electronic Chart Display and Information System (ECDIS) and High Voltage (HV) training undertaken between 1 April 2012 and 31 March 2013

Notice to all Merchant Ship owners and Managers, Masters, Deck and Engineering Officers of Merchant Vessels and those concerned with Maritime Training.

*This notice should be read in conjunction with MGN 455 (M) and MIN 423 (M).
This MIN expires on 31 March 2013.*

Summary

This notice describes the arrangements for one-off payments made for generic ECDIS and High Voltage training undertaken between 1 April 2012 and 31 March 2013 under the Government's SMarT scheme for merchant seafarers.

1. Introduction

- 1.1 The Government has made available additional funds for **Financial Year 2012-13** to alleviate some of the extra training costs associated with the Manila Amendments to the International Convention on Standards of Training, Certification and Watchkeeping (**STCW**) '78, as amended.
- 1.2 A one-off grant of up to £500 is available for training undertaken in both generic Electronic Chart Display and Information System (**ECDIS**) and High Voltage (**HV**) between 1 April 2012 and 31 March 2013, for candidates who meet the eligibility criteria in section 3.
- 1.3 Training Providers (**Tps**) and companies must contact the AB for a claims forecast form, to be completed and submitted by **28 February 2013**. Individuals must submit a statement confirming their intention to claim by **28 February 2013**. All claims must be submitted by **28 March 2013**.
- 1.4 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.
- 1.5 This notice sets out the conditions under which claims are eligible and the process for submitting claims.



- 1.6 Current candidates undertaking their OOW training will not be eligible for separate ECDIS or HV funding as these elements are included as part of their current training programme.
- 1.7 Candidates who currently hold or are undertaking their Second Engineer or Chief Engineer training will also be able to claim for HV (Management).

2. Background

- 2.1 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.
- 2.2 Similarly as of 1 January 2017, all merchant seafarers holding an Engineering CoC issued under Regulation III/1, III/2 or III/3 will be required to have undergone the appropriate training in HV systems¹ if they are to continue working on ships fitted with systems¹ over 1000V.

3. Eligibility for SMarT funding

- 3.1 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 resident² 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. intend to remain resident in the UK for the foreseeable future after training has been completed; and
 - d. proficient in spoken and written English.

4. Eligibility for ECDIS funding

- 4.1 In addition to the requirements set out in section 3, to be eligible for SMarT funding towards a generic ECDIS course candidates must also:

¹ 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.

² 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.



- a. hold a current UK CoC issued under Regulation II/1, II/2 or II/3;
 - b. have completed an MCA approved ECDIS³ course between 1 April 2012 and 31 March 2013; and
 - c. 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.
- 4.2 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.

5. Eligibility for HV funding

- 5.1 In addition to the requirements set out in section 3, to be eligible for SMarT funding towards an HV course candidates must also:
- a. hold a current UK CoC issued under Regulation III/1, III/2 or III/3;
 - b. have completed an MCA approved or recognised HV⁴ course between 1 April 2012 and 31 March 2013.
- 5.2 Funding is available for both management and operational levels except where paragraph 5.3 applies.
- 5.3 Any operational level candidates who have completed the following sea service in the engine room on vessels fitted with HV systems¹:
- six months in the preceding five years; **or**
 - three months sea service during the last 12 months
- will not be required to undertake the HV training and therefore is **not** eligible to claim for HV funding.
- 5.4 Any candidates that have already completed a recognised course which covers HV do not need to undertake any further HV training.
- 5.5 Candidates currently training where SMarT is already being claimed will not be eligible for this additional funding.

6. Claims procedure

- 6.1 All claim payments and reimbursements will be made in accordance with the existing payment schedule (see annex C).
- 6.2 Individuals must submit a statement confirming their intention to claim by **28 February 2013**. TPs and companies must submit a claims forecast form by the above date.

³ A list of MCA approved ECDIS courses are contained in Annex A.

⁴ A list of MCA approved High Voltage courses is contained in Annex A and a list of current MCA recognised HV courses is contained in Annex B. Please note this list is not exhaustive. Any completed course must meet the competencies listed in para 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.



- 6.3 All Claims must be submitted by **28 March 2013**. No late claims will be accepted.
- 6.4 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 as a company
 - d. through the AB as an individual
- 6.5 Existing 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 in this financial year. Claims must be made through the SMarT Portal and must only be made by TPs providing a candidate has not submitted a claim themselves.
- 6.6 Companies not currently in the SMarT scheme must contact the AB where further instructions will be issued. Companies can only claim if they have paid for the training. The candidate must not submit a claim themselves in these circumstances.
- 6.7 Eligible unemployed candidates who have undertaken the relevant training and paid for the course themselves in this financial year 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 **28 February 2013** 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
- 6.8 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
- 6.9 Any overpayments must be repaid within 30 calendar days of being identified.



7. Documentary evidence for individuals

- 7.1 Eligible candidates making individual claims (under paragraph 6.4d) for ECDIS training must submit to the AB the following items as evidence of meeting both the SMarT eligibility and the ECDIS claims criteria:
- a. their CoC number;
 - b. a certified copy of their passport;
 - c. evidence of their residency⁵ at a UK address, as per MGN 455 section 8.1b;
 - d. an original or a certified copy of their MCA approved ECDIS course completion certificate issued during the current financial year;
 - e. an original or a certified copy of their MCA approved NARAS (Operational / Management) issued prior to 1 January 2005; and
 - f. proof of payment for ECDIS training.
- 7.2 Eligible candidates making individual claims (under paragraph 6.4d) for HV training must submit to the AB the following items as evidence of meeting the HV claims eligibility criteria:
- a. their CoC number;
 - b. a certified copy of their passport;
 - c. evidence of their residency⁵ at a UK address, as per MGN 455 section 8.1b;
 - d. an original or a certified copy of their MCA approved HV or MCA recognised course completion certificate issued during the current financial year; and
 - e. proof of payment for HV training.

8. 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 and companies are subject to audit. Evidence in support of eligibility for SMarT funding (as per MGN 455 (M) section 8) and for ECDIS (as per paragraph 4.1) or HV (as per paragraph 5.1) claims must be retained in accordance with the record and audits arrangements set out in section 11 of MGN 455 (M).
- 8.2 Companies and TPs making claims on behalf of eligible candidates (under paragraph 6.4 a-c) for ECDIS training must retain for audit the following items as evidence of meeting both the SMarT eligibility and the ECDIS claims criteria:
- a. the candidate's CoC number;

⁵ Support under SMarT is not intended for those candidates who normally reside outside of the UK and come to the UK solely for the purposes of training.



- b. a certified copy of the candidate's passport;
 - c. evidence of the candidate's residency⁵ 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 during the current financial year;
 - e. a certified copy of the candidate's MCA approved NARAS (Operational or Management) issued prior to 1 January 2005; and
 - f. proof of payment for ECDIS training.
- 8.3 Companies and TPs making claims on behalf of eligible candidates (under paragraph 6.4 a-c) for HV training must retain for audit to the AB the following items as evidence of meeting the HV claims eligibility criteria:
- a. the candidate's CoC number;
 - b. a certified copy of the candidate's passport;
 - c. evidence of the candidate's residency⁵ 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 during the current financial year; and
 - e. proof of payment for HV training.

9. 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: 0870 190 6169

e-mail: 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@mcga.gov.uk



More Information

Seafarer Training and Certification
Maritime and Coastguard Agency
Bay 1/21
Spring Place
105 Commercial Road
Southampton
SO15 1EG

Tel : +44 (0) 23 8032 9280
Fax : +44 (0) 23 8032 9252
e-mail: smart@mcga.gov.uk

General Inquiries: infoline@mcga.gov.uk

MCA Website Address: www.dft.gov.uk/mca

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MCA approved ECDIS and HV courses

MCA approved course	MCA approved training centres
STCW 2010 ECDIS	Blue Water – Antibes, France Lairdside Maritime Centre – Wirral, UK Maritime Professional Training – Fort Lauderdale, USA Maritime Training Institute – Pakistan Sir Derek Bibby Maritime Training Centre – Mumbai, India Warsash Maritime Academy – Warsash, UK
STCW '95 ECDIS	British Columbia Institute of Technology – Vancouver, Canada Carnival UK – Southampton, UK Centre for Simulator Marine Training – Almere, Netherlands ECDIS Ltd – Fareham, UK Fleetwood Nautical College – Fleetwood, UK Glasgow College of Nautical Studies – Glasgow, UK HMS Collingwood – Fareham, UK International Yachtmaster Training – Fort Lauderdale, UK Lowestoft College – Lowestoft, UK Maersk Training Centre UK Ltd – Newcastle, UK South Tyneside College – South Shields, UK Split Ship Management Ltd – Split, Croatia Star Centre – Dania beach, USA TST TEMA Safety & Training – Taranto, Italy University of Trinidad and Tobago – Trinidad and Tobago
High Voltage (Operational Level)	Glasgow College of Nautical Studies – Glasgow, UK South Tyneside College – South Shields, UK



MCA recognised courses which cover required HV elements

At operational level:

MCA approved course	MCA approved training centres
Introduction to Marine Electrical Safety (IMCA 1) [3 days]	The Faraday Centre Ltd – Middlesbrough, UK
Introduction to Safe Operation of High Voltage Electrical Power Systems (MAR 1) [3 days]	The Faraday Centre Ltd – Middlesbrough, UK
Awareness of the Operation of High Voltage Power Systems (S2) [1 day]	The Faraday Centre Ltd – Middlesbrough, UK
High Voltage Safety Course [3 days]	International Maritime Training Centre – Mumbai, India
Marine High Voltage & Safety Awareness Course	Wallem Maritime Training Centre – Mumbai, India

At management level:

MCA approved course	MCA approved training centres
Fundamentals of the Safe Operation of Marine/Offshore High Voltage Power Systems (MAR 4) [5 days]	The Faraday Centre Ltd – Middlesbrough, UK
Fundamentals of the Safe Operation of High Voltage Power Systems [5 days]	The Faraday Centre Ltd – Middlesbrough, UK
HV Switching & System Control	ASET International Oil & Gas Training Academy – Aberdeen, UK
Senior Authorised Persons' course in High Voltage Operations	Michael Twitchett, Electrical and Plant Engineer High Voltage Specialist – Banstead, UK

Note: This list is not exhaustive. Any completed course must meet the competencies listed in para 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.



SMarT SCHEDULE OF PAYMENTS 2012/13

Payment Period	No of Weeks ¹	Week Ending (Sunday)	TPs submit claims to AB by Friday ²	AB invoice by Friday	MCA payment to AB by Friday	AB payment to TP by Friday
11	45-48 (4 wks)	24/02/13	01/03/13	15/03/13	28/03/13	05/04/13
12	49-52 (4 wks)	24/03/13	28/03/13	12/04/13	26/04/13	03/05/13

Notes

¹ Week numbers relate to complete weeks (Mon-Sun) in the financial year beginning 01 April 2012

² All claims must be submitted by 28 March 2013. No late claims will be accepted.



