



Guidance on application and reporting requirements

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Introduction

About the Tonnage Tax Training Commitment

As a condition of acceptance to the UK Tonnage Tax Scheme companies have to agree to provide training for seafarers. They will have to find or fund places for an agreed number of officer trainees according to the size of its fleet and the number of officers employed. This is called *the Minimum Training Obligation (MTO)*. Companies will also have to consider measures to develop ratings. The term 'company' used in this information pack may be read as 'company' or 'group'.

The MTO falls into two parts, the Core Training Commitment (CTC) and the End of Period Adjustment (EPA).

The Core Training Commitment (CTC)

The CTC is an annual plan for tonnage tax companies. Each year companies need to submit forms 1-4 to the Department for Transport (DfT). Forms 1-3 set out a company's training obligation by specifying how many and what type of officer trainees they plan to recruit, and also give details of their plans for ratings. These forms, together with a completed Declaration form (Form 4) must be approved by DfT before a company can apply to HM Revenue & Customs for inclusion in tonnage tax.

The CTC should relate to all vessels expected to be entered in the tonnage tax (owned/leased/chartered-in) at the date the training commitment is to come into force. It represents the minimum level of training to be provided during the year.

The End of Period Adjustment (EPA)

The EPA is a retrospective update of the CTC. Every four months companies need to submit forms 5, 6/6a if applicable and 7 to DfT. These forms track trainees on a month by month basis to ensure that the original commitment continues to be met. If a company acquires or charters vessels after its CTC is approved, then form 8, which calculates any incremental training commitment should also be submitted.

Completing forms for the Tonnage Tax Training Commitment

This pack contains a step-by-step guide to filling out the forms for CTC and EPA.

There are two pathways that you can follow when completing the forms. The path you choose depends on your familiarity with the process:

If you are **new to the scheme or are not fully familiar** with the tonnage tax training commitment forms then please read through the guidance notes and contact the DfT if you have any queries or would like further information.

If you are **familiar** with the procedure of completing tonnage tax training commitment forms then please follow the steps in the blue boxes.

Additional Information

Forms 1-3 and 5-8 are available in Microsoft **Excel format** on our website.

A document on **Tonnage Tax Minimum Training Commitment - Overview** which should be read in conjunction with this pack is available on our website.

A **Clarification and Guidance sheet** answering the most frequently asked questions is also available on our website. You may find it useful to read through this if you have a query regarding the tonnage tax training commitment.

The **Statutory Instrument**, The Tonnage Tax (Training Requirement) Regulations 2000 (SI 2000 No. 2129) is available at:

<http://www.legislation.gov.uk/ukSI/2000/2129/contents/made>

NOTE: Whilst the Statutory Instrument is still in force, the figures quoted for payments which fall to be made in lieu of training are amended year on year. The latest amendment to this figure is legislated under The Tonnage Tax (Training Requirement) (Amendment) Regulations 2014 (SI 2014/2394), which can be found at

<http://www.legislation.gov.uk/ukSI/2014/2394/made>

The figure quoted will be valid from the date stated in the Statutory Instrument. Figures for earlier years can be found by using the search function on www.legislation.gov.uk and entering the search string 'Tonnage Tax (training requirement)'.

The legislative amendment allowing a tonnage tax company to satisfy its training obligations by electing to provide training for three ratings in place of each officer trainee that it is required to train can be found at

<http://www.legislation.gov.uk/ukSI/2015/788/made>.

The training commitment described in this brochure is an obligation arising from participation in the tonnage tax. Some of the trainees recruited under the CTC may be eligible for UK government training support under the Support for Maritime Training (SMarT) scheme. However, the specific requirements of the SMarT scheme must be met and normal SMarT application procedures followed. These are set out in the Maritime and Coastguard Agency's (MCA) Marine Guidance Note 455 (M) and also MIN 486, which can be found on the MCA's web address:

<http://www.dft.gov.uk/mca/mgn455.pdf>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440533/MIN_486.pdf

Application for approval of a Core Training Commitment (CTC)

A summary of what information is needed for consideration of the CTC

Table 1

Forms to be submitted	1, 2, 3 and 4
Other information needed	Safe Manning Document /Certificate
When	Annually in August
Deadline for submission of forms	31 August

How to complete Forms 1, 2, 3 and 4

Form 1 - Core Fleet

Form 1 calculates the number of officer trainee places a company has to provide in order to be accepted for the tonnage tax system. The information requested in columns 1-5 of the form helps us with the monitoring process.

Columns 1- 3

Please state for each vessel to include in tonnage tax:

The *names of all vessels* (regardless of whether you own or charter them).

Their *IMO numbers* (if assigned)

Their country of registration (Flag State)

Column 4

For each vessel in Column 1, please state how many of your total officers including the Master, Deck and Engineer officers are either from UK, another EEA country or other non-EEA country.

1. You are asked to break these figures down by nationality, specifying whether the officers are either British, from a State within the European Economic Area (EEA) or from another State.
 - 'British' includes those from the Isle of Man and Channel Islands.
 - The 'EEA' was established on 1 January 1994 and is an agreement between the member states of the European Union and the European Free Trade Association (EFTA). Excluding the United Kingdom, it means nationals from the 27 other member states of the European Union:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, and Sweden.

Plus nationals of the EFTA states (excluding Switzerland who are not members of the EEA):

Iceland, Liechtenstein and Norway.

2. Only those officers who hold a watchkeeping certificate should be counted (this does not include catering/entertainment officers). It is acceptable to give fleet totals only.
3. Please note that the figure required is not the number of officers on board at any one time, or the posts listed on the Safe Manning Document (we will deal with this at a later stage). What is wanted here is the total number of sea staff employed to keep the ship operational during the year in question. This of course relates to posts rather than individuals, so direct substitutions, where one officer retires or resigns and is replaced by another, should be ignored.

Column 5

For each vessel in Column 1, please state how many of your total ratings (Deck and Engine) are from the UK, another EEA country or other non-EEA country.

Column 6

Please state the number of officers as listed on the *Safe Manning Document* (SMD) or *Safe Manning Certificate* (SMC). This again means Master, Deck, Engineer and Electro Technical officers.

Where a vessel under 500gt has no SMD and/or the crewing arrangements make no clear distinction between officers and ratings, the officer complement should be entered as '2'. Where a vessel has a dual certificate, you should use the manning level which applies to the vessel on 1st October of the year in question.

Column 7

For each vessel in Column 1, please state the *back-up ratio*.

The term 'back-up ratio' means the extra number of officers required to cover the periods of leave of those on the SMD, to keep the vessel fully operational at all times. This may be specified in contracts, or be agreed with Trade Unions, but if a company has no fixed/agreed ratio for its fleet or for particular vessels, the figure entered here should be 1.5; anything below this will not be accepted.

Column 8

For each vessel in Column 1, please calculate the *Effective Officer Complement*.

The term 'Effective Officer Complement' is the figure on which the training commitment will be based. As indicated on the form, it is achieved by multiplying the total of deck, engineer and electro technical officers on the SMD (Column 6) by the back-up ratio (Column 7).

Calculation of CTC for Officers

Please divide the total effective officer complement by 15 to give the CTC figure.

a) The annual commitment is to train 1 officer for every 15 officer posts in your fleet. So dividing the total officer complement by 15 will result in the number of officers your company will need to train. If:

- The resulting number involves a fraction of less than a half, round it down to the nearest whole number,
- The resulting number involves a fraction of a half or more, round it up to the nearest whole number.

b) If, having done this calculation, you believe for any reason that it will be impossible for your company to train this number of trainees; your company will not necessarily be excluded from the scheme. There are two alternatives to providing training by your company:

- You can make an arrangement with another company to train people on your company's behalf.
- Or, in exceptional circumstances, your company can apply for approval to meet the training commitment through payments to the **Maritime Training Trust (MTT)** (an industry charitable body set up to promote seafarer training). The payments to the MTT are known as **PILOT** (payments in lieu of training). PILOT payments will be covered later on in the pack.

Safe Manning Document / Certificate (SMDs/SMCs)

For each vessel in column 1, please provide copies of the SMDs/SMCs.

You do not need to send a copy of the SMD/SMC if you have previously sent a copy (which has not expired) and there is no change in detail or flag state.

A vessel under 500gt may not have a SMD/SMC. If this is the case then please indicate this on your covering letter/email.

Form 2 - Fulfilment of Training Commitment: Officer Trainees

Form 2 asks you to decide what type of trainees your company is taking on to meet the CTC.

Box A

If you are training rating trainees then please state the number of trainees you intend to train.

Box B

If you are training conversion trainees then please state the number of trainees you intend to train by type.

Box C

Please state the number of trainees you intend to train to meet your CTC by category.

To be accepted for inclusion in the scheme, trainees must meet certain criteria relating to residence, nationality and the course being taken. They must be:

- UK nationals, nationals of another EEA State or a British citizen from the Channel Islands or Isle of Man. A 'UK national' means a British citizen, a British subject who has the right of abode in the UK or a UK Overseas Territories citizen who acquires citizenship from a connection with Gibraltar.
- Ordinarily resident in the UK;
- Taking a Merchant Navy Training Board (MNTB) approved course of training towards a first certificate of competency (FCC). The FCC is a II/1, II/3, III/1 or III/6 certificate for Officer of the Watch/Electro Technical Officer. A training course for ratings must satisfy the requirements under regulations II/4, III/5 and III/7.

Companies will be required to sign a declaration (Form 4) stating that their officer trainees meet these criteria. The following types of trainees can be counted towards the achievement of the CTC:

Table 2

Type of Trainee	Training period	Notes
Cadet / Apprentice	Tracked over 36 months	There may be occasions where a cadet may take more than 36 months to complete training. In these cases you should record the first 36 months only.
Undergraduate	Tracked over 36 months	Undergraduate training may last 4 years. You should only record the first 36 months.
Graduate	Tracked over 24 months	<p>If graduates come from a maritime background and are likely to be fully trained in two years, they should be entered as graduates. But if they do not come from a maritime background and are likely to need three years (or more) they should be entered as cadets.</p> <p>When a graduate completes 24 months of training this discharges 1 from the CTC.</p>
Conversion trainee	Tracked over 12 months	<p>Conversion trainees are existing seafarers taking a shorter course (about one year) to achieve a FCC. They will each count as 0.5 of a trainee for the purposes of the CTC.</p> <p>When two conversion trainees have completed 10-12 months of training, this discharges 1 from the CTC.</p>
Rating trainee	Tracked over 12 months	Ratings trainees are seafarers taking a shorter course (about one year) to achieve an Able Seafarer certificate of proficiency. Three AB ratings will count

		<p>as one trainee for the purposes of the CTC.</p> <p>When three ratings trainees have completed 10-12 months of training, this discharges 1 from the CTC.</p>
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Existing seafarers who only require a few months' sea time to complete their training *cannot* be counted against the CTC.

The mix of trainees on Form 2 is a *declaration of intent*, but it *does not mean* that a company will have to fulfil its commitment throughout the year with exactly the mix of trainees specified.

It may be advisable for companies to start with a higher number of trainees than that specified in the CTC. This will allow for wastage (those trainees that fail to complete their training). If the numbers of trainees fall below the CTC then the company will have to make PILOT payments for the shortfall.

Box D

If you plan to discharge part or all of your CTC by making PILOT payments then please calculate the amount due for each period.

It is recognised that situations may arise where some companies are unable to provide in-house training or contract-out seafarer training. Where neither of these options is available you could, subject to DfT's agreement, discharge your CTC by making PILOT payments to the MTT (this is known as planned PILOT). Where the company plans to discharge part or all of its CTC by planned PILOT, it should indicate this in Box C.

The table below provides an example of how to calculate PILOT if your company plans to seek approval to meet part or all of its CTC by making PILOT payment.

Example 1

Discharging part of the CTC by PILOT payment:

The minimum number of trainees a company will need to train to meet a CTC of 10 would be 10. However, if for example, the company can only train 7 trainees, and the PILOT rate was £1,202 per trainee month, then it would calculate as follows:

Shortfall of CTC x PILOT rate x 4

$3 \times £1,202 \times 4 = \textbf{£14,424}$

Discharging all of the CTC by PILOT payment:

If a company has a CTC of 10, and wants to discharge all of its CTC by PILOT payment, the calculation is as follows:

CTC x PILOT rate x 4

$10 \times £1,202 \times 4 = \textbf{£48,080}$

The reason that the calculation is multiplied by 4 is because there are 4 months in a period. PILOT payments are made for the whole period, and not monthly.

The PILOT rate is index-linked to the Treasury GDP deflator. To find the current rate of PILOT please check with DfT.

Please note that you will need to explain to DfT, in writing, the practical reasons why your company is proposing to discharge its training obligation by making PILOT payments. *This will only be approved in exceptional circumstances.*

Form 3 - Fulfilment of Training Commitment: Ratings

Form 3 asks how your company is planning to implement the four recommendations made by the Ratings Task Force (RTF). These recommendations relate to recruitment and development of ratings.

Rows a - d

Please state how your company plans to meet the four recommendations of the RTF.

It is accepted that not all companies will be able to develop all the recommendations of the RTF. Reasons should be given if a particular option is impossible for your company.

Shipping companies applying for entry into tonnage tax are generally expected to try to employ more British/EEA ratings. They are required to make a commitment to try to provide opportunities for training and advancement in line with the recommendations of the RTF.

Companies are required to *review this annually at Board level*. After the first year of operation within the tonnage tax scheme, this form should serve the dual purpose of recording new initiatives and monitoring progress.

Form 4 - Application for Approval of a Training Commitment

Form 4 is the declaration form that you need to complete to confirm that the information provided in Forms 1-3 is accurate.

Form 4

The declaration in Form 4 should be completed and sent to DfT along with completed Forms 1-3.

Please include copies of SMDs/SMCs if you have not sent copies before. You will also need to provide copies of the SMDs/SMCs if:

- New vessels are added to the fleet (provide SMDs/SMCs for those vessels only)
- The existing SMDs/SMCs have expired
- There have been changes to the manning requirements for particular vessels
- Flag States of vessels have changed.

The submission of Forms 1, 2, 3 and 4 form the basis of formal application for approval of a training commitment under the tonnage tax. **Please note that it is no longer necessary to send the original signed copy of Form 4 to DfT by post. As long as this form is completed and signed in accordance with the requirements you may submit a scanned copy with the other forms (1, 2 and 3) by email. DfT will return a copy by email when approved as is current practice.**

End of Period Adjustment (EPA) Returns

A summary of what the EPA consists of, the due dates and the deadlines

Table 3

Forms to be submitted	5 and 7	
Other Forms (to be submitted if relevant)	6, 6a and 8	
Period	Covering	Deadline
1	October - January	February
2	February - May	June
3	June - September	October

At the end of each Period you will need to submit the following forms to DfT:

- **Form 5 and 7** (Form 5 if trainees other than conversion and ratings trainees are being employed)
- **Form 6** (if conversion trainees are being employed)
- **Form 6a** (if ratings trainees are being employed)
- **Form 8** (if there have been net additions to the fleet since the CTC was approved)

DfT will check the EPA return and the PILOT calculation (if any PILOT has been calculated as being due). If the EPA return does not appear to have been correctly completed, DfT will raise queries with the company/group concerned, and ask for revised EPA Forms if appropriate. Once the EPA return has been agreed, DfT will copy it to the MTT, who will then send an invoice to the company or group for the PILOT payment (if any is due).

How to complete Forms 5, 6, 6a, 7 and 8

Form 5 - Tracking Officer Trainees against CTC

Form 5 tracks officer trainees during the year.

■ **Form 5**

Please provide for each trainee:

- Their name
- Their start date
- Indication of trainee months completed by inserting '1' in each box as appropriate.

A separate sheet should be completed for each type of trainee i.e. a separate sheet for cadets, apprentices, graduates and undergraduates.

A trainee is regarded as being employed for a month if they are employed on the 1st day of the month. A '1' should therefore be inserted in that month's box.

If a trainee did not start until after the 1st day of the month, then for that month they are regarded as not being employed. A '0' should be inserted in that month's box.

If a trainee ceases training or resigns after 1st day of the month, they should be shown as present for that month, and thereafter be shown as '0' until the end of the year. Please leave the boxes blank if training has been completed in that period.

The Example 2 below gives an illustration of a trainee starting on 1st day of the month and departing early. It also gives an example of a trainee starting after 1st day of the month:

Example 2

Start date on the 1st day of the month and early departure

You will see from *the worked example of Form 5* that cadet Michael Roberts, who commenced training on 1 August 2014, ceased training after June 2016, and hence was recorded as '0' from July to September of 2016.

Start date after 1st day of the month

You will see from the same form as mentioned above that cadet Andrew Oliver, who commenced training on 2 February 2016, is recorded being in training from March 2016. He is recorded in March because he started training after the 1st day of February.

You may wish to *record trainees in chronological order*, starting with your original trainees under CTC first and record the latest trainees last. This would enable your company to instantly recognise those that are due to complete training or have completed their training and/or help your company to plan accurately future recruitment levels.

Start Date before October

The year your company enters the tonnage tax, you may count against the CTC any 'first year' trainee taken on within the 12 months up to 1st October (i.e. from 2nd October of the previous year). This recognises that companies may operate established recruitment patterns and it may not be appropriate or feasible to recruit the full CTC complement to all begin together as of 1st October.

After recording the start date of these trainees in the second column they should only be tracked on this form until the end of their first year i.e. a trainee who had started on the 1st of the preceding June should only be shown here until the following May. Thereafter a zero should be entered in the relevant boxes. The trainee may again be counted against the CTC from 1st October of the following year.

Form 6 - Tracking Conversion Trainees against CTC

Form 6 is used to track conversion trainees during the year.

Form 6

Please provide for each conversion trainee:

- Their *name*
- Their *start date*

Indication of *trainee months completed* by inserting '1' in each box as appropriate.

The procedure for Form 6 is the same as Form 5, but you need to divide the total trainee months achieved for each period by 2 and *round down to the nearest whole figure*. This is because, for the purpose of the CTC, a conversion trainee counts as 0.5 of a mainstream trainee. Conversion trainees are tracked against the CTC for one year.

Form 6a - Tracking Ratings Trainees against CTC

Form 6a is used to track ratings trainees during the year.

Form 6a

Please provide for each trainee:

- Their *name*
- Their *start date*

Indication of *trainee months completed* by inserting '1' in each box as appropriate.

The procedure for Form 6a is the same as Form 5, but you need to divide the total trainee months achieved for each period by 3 and *round down to the nearest whole figure*. This is because, for the purpose of the CTC, a rating trainee counts as one third of a mainstream trainee. Rating trainees are tracked against the CTC for one year.

Form 7 - Performance against CTC

Form 7 shows the actual number of trainee months achieved by a company during each Period.

Box A

In **Row 1** please state your company's *cumulative CTC*.

In **Row 2** please multiply your cumulative CTC (Row 1) by 4.

In **Row 3** please state the total trainee months achieved as shown in Box B (see below)

In **Row 4** Please subtract cumulative CTC trainee months (Row 2) from total trainee months achieved (Row 3).

Your cumulative CTC will depend on how long you have been in tonnage tax. Please see Example 3 below:

Example 3

Year in tonnage tax	CTC for the Year	Cumulative CTC will be
First Year	2	2
Second Year	3	5
Third Year	3	8

Your training commitment is a **three-year cycle** hence in the third and subsequent years you will add the current year's CTC with the CTC agreed in the previous two years. Please note that the cumulative CTC may be reduced as a result of graduates, conversion trainees or rating trainees completing their training (as indicated in bold in Table 2, above). DfT will confirm any consequent reduction by writing to your company.

Box B

Please state the number of months completed by each type of trainee your company has employed as stated in Form 5 (and Form 6 and/or Form 6a where applicable)

Remember that the total of conversion trainee months achieved is divided by two and rounded down to the nearest whole number and the total of ratings trainee months achieved is divided by three and rounded down to the nearest whole number.

Box C

If there is a shortfall in trainee months in Box A Row 4 then please complete Box C by calculating the PILOT payment due as a result of the shortfall in trainee months in the Period.

The level of PILOT is index-linked to the Treasury GDP deflator. Please check the latest PILOT rate with the DfT.

Form 8 - Vessels added (acquired or chartered in) during the Period

Form 8 should only be completed where a company has made net additions to its fleet after 1st October (either by acquisition or charter) i.e. after the CTC has been approved.

Columns 1-3

Please state for each vessel to include in tonnage tax:

- The *vessel name* (regardless of whether you own or charter them).
- Their *IMO numbers* (if assigned)
- Their *country of registration* (Flag State)

If a vessel has formed part of the fleet for less than 30 days, or if it is/was substituted for another vessel, it should be disregarded.

Column 4

For each vessel state the number of months it was in the fleet.

A month should be taken as 30 days and the calculation made in months, expressed to one decimal place.

Example 4

Calculated example of a vessel in the fleet for 6 weeks

A vessel in the fleet for 6 weeks should be recorded as being in the fleet for 1.4 months. The calculation is 42 days (6 weeks) divided by 30 days in a month = **1.4**

Column 5

Please state the number of officers as listed on the *Safe Manning Document* (SMD) or *Safe Manning Certificate* (SMC). This again means Master, Deck, Engineer and Electro Technical officers.

Where a vessel under 500gt has no SMD and/or the crewing arrangements make no clear distinction between officers and ratings, the officer complement should be entered as '2'. Where a vessel has a dual certificate, you should use the manning level which applies to the vessel on 1st October of the year in question.

Column 6

For each vessel in column 1, please state the *back-up ratio*.

The term 'back-up ratio' means the extra number of officers required to cover the periods of leave of those on the SMD, to keep the vessel fully operational at all times. This may be specified in contracts, or be agreed with Trade Unions, but if a company has no fixed/agreed ratio for its fleet or for particular vessels, the figure entered here should be 1.5; anything below this will not be accepted.

Column 7

For each vessel in column 1, please calculate the *Effective Officer Complement*.

The term 'Effective Officer Complement' is the figure on which the training commitment will be based. As indicated on the form, it is achieved by multiplying the total of deck and engineer officers on the SMD (Column 5) by the back-up ratio (Column 6).

Column 8

Please calculate (to one decimal place) the number of extra working months the addition to the fleet represents.

This is given by multiplying the number of months vessels were in the fleet (Column 4) by Effective Officer Complement (Column 7).

Box A calculates the incremental training commitment relative to the CTC which has been generated by net fleet additions since the CTC was approved.

In order to determine whether there is an incremental training commitment as a result of net additions to the fleet, it is first necessary to calculate what the CTC would have been if the

additional vessel(s) had been in the fleet at the time when the CTC was approved. Please calculate as follows:

Box A

- In **Row a** please state the total of Column 7
- In **Row b** please state the total of Column 8 of **Form 1**
- In **Row c** add Row a with Row b
- In **Row d** divide Row c by 15. The resultant figure should be rounded up from 0.5, or down from anything below 0.5, to the nearest whole number
- In **Row e** please state the CTC for current year from **Form 1**
- In **Row f** subtract Row d from Row e. If the resultant figure is '0' or minus then there is no incremental training commitment. Please insert '0' in the remaining steps. *However, if the figure is 1 or more then complete Rows g, h and i*
- In **Row g** please divide total of Column 8 by 15 (rounded to the nearest whole number)
- In **Row h** subtract surplus or add shortfall of trainee months from Row 4 of Box A on **Form 7**
- In **Row i** add Row g with Row h to calculate the total additional trainee months

In Row d you divide Row c by 15 because the MTO is to provide one trainee place for every 15 officer posts in the fleet. This is also the case for Row g.

If the resultant figure in Row f is '0' or minus then there is no incremental training commitment. This is because, had the additional vessel(s) been included in the fleet at the time the CTC was approved, it would have had no effect on the CTC, which would have remained as calculated at that time.

Box B involves the calculation of the PILOT payment due as a result of shortfall in trainee months achieved and/or net addition(s) to the fleet.

Box B

Please calculate PILOT Payment due as result of additional trainee months.

In Box B you multiply the current PILOT rate with Row 1 of Box A.

There is no adjustment to be made where vessels leave the fleet. This safeguards the level of training delivery set out in the CTC and keeps the EPA process reasonably simple. But if your company believes that vessel disposals have a significant effect on the CTC, you should consult the DfT. The Secretary of State has the power to adjust the CTC in exceptional circumstances.

Contact Details & Glossary

For enquiries on Tonnage Tax Training Commitment

Department for Transport (DfT) Simon Patten Department for Transport Zone 2/29-34 Great Minster House 33 Horseferry Road London SW1P 4DR Tel: 07976 435001 Email : TonnageTax@dft.gsi.gov.uk	
For enquiries on PILOT payments Mrs Donna Stevens Maritime Training Trust 30 Park Street London SE1 9EQ Tel: 020 7417 2840 Fax: 020 7600 1534 Email: dstevens@ukchamberofshipping.com	For enquiries on SMarT MaTSU SMarT helpline: 0870 190 6169

Glossary

CTC	Core Training Commitment
DfT	Department for Transport
EEA	European Economic Area
EPA	End of Period Adjustment
FCC	First Certificate of Competency
MCA	Maritime and Coastguard Agency
MNTB	Merchant Navy Training Board
MTO	Minimum Training Obligation
MTT	Maritime Training Trust
PILOT	Payment in Lieu of Training
RTF	Ratings Task Force
SMC	Safe Manning Certificate
SMarT	Support for Maritime Training
SMD	Safe Manning Document

- Example Only -

Form 1

Tonnage Tax Training Commitment Core Fleet



Department
for Transport

Company/Group Name	Seabird Group Ltd		
Training Commitment Year	2015/16	Sheet	1 of 1

1 Vessel Name	2 IMO Number (If assigned)	3 Flag State	4 Total Officers - Master, Deck and Engineer			5 Total Ratings - Deck and engine			6 Total Deck & Engineer Officers as on Safe Manning Document	7 Back-up Ratio (=or>1.5)	8 Effective Officer Complement (SMD requirement x Back-up Ratio)
			British	Other EEA	Other	British	Other EEA	Other			
Cormorant	1111111	UK	6	8	2	0	0	25	7	1.5	10.5
Albatross	2222222	UK	8	8	0	15	6	0	7	1.5	10.5
Puffin	3333333	UK	8	6	0	0	12	0	7	1.5	10.5
Fiqh	4444444	UK	8	6	10	15	0	11	8	1.5	12
Shearwater	5555555	UK	6	0	0	8	0	0	8	1.5	12
Gannet	6666666	UK	10	4	0	10	12	0	8	2	16
Tern	7777777	UK	12	6	0	15	8	8	10	1.5	15
Total Brought Forward											
Total			58	38	12	63	38	44	55		86.5

Calculation of Core Training Commitment for Officers

Total Effective Officer Complement = $\frac{86.5}{15}$ (Rounded to nearest whole number)

CTC =

6

Form 2**- Example Only -****Tonnage Tax Training Commitment**
Fulfilment of Training Commitment: Officer TraineesDepartment
for Transport

Company/Group Name	Seabird Group Ltd
Training Commitment Year	2015/16

CTC (Brought forward from **Form 1**)**6****Ratings Trainees**

Box A	
If you intend to take up the option of training three AB ratings instead of one mainstream officer trainee, please state the number of AB ratings you propose to recruit	5
Mainstream Equivalent (Total of above ÷ 3)	1

Conversion Trainees

Box B	
Type	Number
Ex Royal Navy Ratings	1
Merchant Navy Ratings	2
Ex Fishermen	
Other (Please specify)	
Mainstream Equivalent (Total of above ÷ 2)	1

Mainstream Trainees

Box C	
Trainee Category	CTC Officer Trainees
Rating Trainee (Mainstream Equivalent)	1
Conversion Trainee (Mainstream Equivalent)	1
Cadet	3
Apprenticeship	1
Graduate	
Undergraduate	
Total Officer Trainees	6

Box D	
Planned PILOT Payment (Per period of 4 months)	
CTC Shortfall x current PILOT Rate x 4 months =	

Form 3**- Example Only -****Tonnage Tax Training Commitment**
Fulfilment of Training Commitment: Ratings**Department
for Transport**

Company/Group Name	Seabird Group Ltd
Training Commitment Year	2015/16

Please state which of the following recommendations from the Ratings Task Force you expect to implement, and how:

Recommendation	Expected implementation (including progress from previous year(s) where appropriate)
a) Employ more British/EEA ratings	May be possible when our fleet increases in size next year.
b) Employ more highly-trained British/EEA ratings in some technical posts	One rating with HND qualification employed as assistant to electro-technical officer.
c) Recruit British/EEA ratings in a planned stream towards officer qualifications (the Merchant Navy Training Board 'Apprenticeship' scheme).	One apprentice recruited.
d) Assist existing British/EEA ratings to advance towards officer qualifications and posts.	Three of our ratings are taking MNTB courses towards first certificate, which we are funding.

Form 5

- Example Only -

End of Period Adjustment Tracking Officer Trainees against CTC



Department
for Transport

Company Name	Seabird Group Ltd				
Training Commitment Year	2015/16	Period	1	Sheet	1 of 1

Type of Trainee	Cadets
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Completion Categories

Recruited and in place as at 1 st of month	Insert '1'
Resigned and no longer in place as at 1 st of month	Insert '0'

Trainee Name	Start Date e.g. 01/09/14	Period 1				Period 2				Period 3			
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Jason Smith	01/01/13	1	1	1	0	0	0	0	0	0	0	0	0
Alison Maxwell	01/01/13	1	1	1	0	0	0	0	0	0	0	0	0
Peter Derwent	01/02/13	1	1	1	1	0	0	0	0	0	0	0	0
Ali Ahmed	01/08/14	1	1	1	1	1	1	1	1	1	1	1	1
Michael Roberts	01/08/14	1	1	1	1	1	1	1	1	1	0	0	0
Mariam Begg	02/10/14	1	1	1	1	1	1	1	1	1	1	1	1
Wayne Pringle	01/12/15			1	1	1	1	1	1	1	1	1	1
Andrew Oliver	02/02/16						1	1	1	1	1	1	1
Trevor Baxter	01/05/16								1	1	1	1	1
Totals Brought Forward													
Totals		6	6	7	5	4	5	5	6	6	5	5	5
Total Trainee Months for Period		24				20				21			

Form 5

- Example Only -

End of Period Adjustment

Tracking Officer Trainees against CTC

Department
for Transport

Company Name	Seabird Group Ltd				
Training Commitment Year	2015/16	Period	1	Sheet	1 of 1

Type of Trainee	Apprentices
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Completion Categories

Recruited and in place as at 1 st of month	Insert '1'
Resigned and no longer in place as at 1 st of month	Insert '0'

Trainee Name	Start Date e.g. 01/09/14	Period 1				Period 2				Period 3			
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Susan Armstrong	01/01/14	1	1	1	1	1	1	1	1	1	1	1	1
Totals Brought Forward													
Totals		1	1	1	1	1	1	1	1	1	1	1	1
Total Trainee Months for Period		4				4				4			

- Example Only -

Form 6

End of Period Adjustment Tracking Conversion Trainees against CTC



Department
for Transport

Company Name	Seabird Group Ltd				
Training Commitment Year	2015/16	Period	1	Sheet	1 of 1

Type of Trainee	Conversion Trainees
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Completion Categories

Recruited and in place as at 1 st of month	Insert '1'
Resigned and no longer in place as at 1 st of month	Insert '0'

Trainee Name	Start Date e.g. 01/09/14	Period 1				Period 2				Period 3			
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Samuel French	01/10/15	1	1	1	1	1	1	1	1	1	1	1	1
Richard Simmons	01/10/15	1	1	1	1	1	1	1	1	1	1	1	1
Steve Norton	02/10/15		1	1	1	1	1	1	1	1	1	1	1
Totals Brought Forward													
Totals		2	3	3	3	3	3	3	3	3	3	3	3
Total Trainee Months for Period		11				12				12			
Divide by 2 to convert to equivalent number of mainstream trainee months		5				6				6			

- Example Only -

Form 6a

End of Period Adjustment Tracking Ratings Trainees against CTC



Department
for Transport

Company Name	Seabird Group Ltd				
Training Commitment Year	2015/16	Period	1	Sheet	1 of 1

Type of Trainee	Ratings Trainees
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Completion Categories

Recruited and in place as at 1 st of month	Insert '1'
Resigned and no longer in place as at 1 st of month	Insert '0'

Trainee Name	Start Date e.g. 01/09/14	Period 1				Period 2				Period 3			
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Henry Carter	01/10/15	1	1	1	1	1	1	1	1	1	1	1	1
George Campbell	01/10/15	1	1	1	1	1	1	1	1	1	1	1	1
William Murray	02/10/15		1	1	1	1	1	1	1	1	1	1	1
Alfred Jones	02/10/15		1	1	1	1	1	1	1	1	1	1	1
Helen Brown	01/02/16					1	1	1	1	1	1	1	1
Totals Brought Forward													
Totals		2	4	4	4	5	5	5	5	5	5	5	5
Total Trainee Months for Period		14				20				20			
Divided by 3 and rounded down to nearest whole number to convert to equivalent number of mainstream officer trainee months		4				6				6			

Form 7

- Example Only - End of Period Adjustment Performance against CTC



Department
for Transport

Company Name	Seabird Group Ltd
Training Commitment Year	2015/16

Period	Period 1
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Box A		Box B	
1. Core Training Commitment (Cumulative CTC)	10*	Trainee Type	Trainee Months Completed
2. Cumulative CTC Trainee Months in Period (Cumulative CTC x 4)	40	Cadets	24
3. Total Trainee Months Achieved	37	Apprentices	4
4) Surplus/shortfall in Trainee Months +/- (Row 2-3)	-3	Graduates	
		Undergraduates	
		Conversion Trainees (Total trainee months ÷ 2)	5
		Ratings Trainees (Total trainee months ÷ 3)	4
		Total Trainee Months Achieved	37

If no vessels have been added to the fleet since the CTC was submitted, calculate PILOT below. Otherwise complete Form 8.

Box C	
PILOT Calculation	
Shortfall in trainee months x PILOT rate =	

*Cumulative CTC e.g. 6 from current year, 2015/16 (see Form 1), 2 from year 2014/15 and 2 from 2013/14.

Form 8

- Example Only -

End of Period Adjustment

Vessels added (acquired or chartered in) during the period



Department
for Transport

Company Name	Seabird Group Ltd		
Training Commitment Year	2015/16	Sheet	1 of 1

Period	Period 1
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1	2	3	4	5	6	7	8
Vessel Name	IMO Number (If assigned)	Flag State	Months vessel was in fleet during period	Total Officers as on Safe Manning Document (SMD)	Back-up Ratio	Effective Officer Complement (Column 5 x Column 6)	Total months worked by Officers (Column 4 x Column 7)
Florentine	2223333	Liberia	4	5	1.5	7.5	30
Griselda	1231234	UK	3.5	6	1.5	9	31.5
Total (to one decimal place)						16.5	61.5

Box A		
a.	Total of Column 7	a 16.5
b.	Total of Column 8 on Form 1	b 86.5
c.	Total of a + b	c 103
d.	Row c ÷ 15 (rounded up from 0.5, or down from anything below 0.5, to the nearest whole number)	d 7
e.	CTC for current year from Form 1	e 6
f.	Row d - e. If the figure in f is '0' or a minus figure then there is no additional training commitment	f 1
g.	If the figure in row f is positive then: total of Column 8 ÷ 15 (rounded to the nearest whole number)	g 4
h.	Subtract surplus / or add shortfall of trainee months from row 4 of Box A on Form 7	h 3
i.	Total additional trainee months (g + h)	i 7

Box B	
Total additional trainee months (row i above) x PILOT per trainee month. Please contact the DfT for the latest PILOT rate. PILOT Payment should be made and sent to the Maritime Training Trust.	7 x £1,218 = £8,526