



Course

Pre-Enrolment Guide

Training Area:

Maritime Operations

Training Product:

MAR20324

**Certificate II in Maritime
Operations (Coxswains
Grade 1 Near Coastal)**



Your Future. Your Choice. Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





Your Campus. Your Training. Your Career.

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.



Course Information

MAR20324 Certificate II in Maritime Operations (Coxswains Grade 1 Near Coastal)

Release number	1.0
Required number of units for course completion	Thirteen (13) core units and one (1) elective
Duration	12 months
Location	Batavia Coast Maritime Institute (Geraldton) or Exmouth
Delivery mode	Self-paced Onsite

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support.

Information you need to know about the course

CRTAFE offers this qualification for mature aged learners and school leavers (minimum 16 years old when the AMSA certificate is issued) who want to operate as Master on commercial vessels up to 12 metres in length within the exclusive economic zone (EEZ). This qualification is designed for individuals who wish to re-enter the workforce, wishing to change their career path or gain formal qualifications and people re-skilling.

The blended delivery model—combining online written assessments with face-to-face training—provides flexibility for participants to complete theory components at their own pace while still gaining vital hands-on experience, making it an accessible and effective option for a wide range of learners.

Learners must have adequate literacy, numeracy and digital skills. They are expected to operate a computer, navigate Microsoft TEAMS, read and write in English, and perform both basic and advanced numeracy tasks in a classroom setting, on board a vessel and independently.

Students must also be able to complete all practical components of the course. These involve working with inboard engines in confined spaces and participating in vessel-based activities outdoors, which can involve exposure to heat, cold and sunlight. Physical capability is required for tasks such as throwing ropes, tying up, driving a vessel, boarding and disembarking a vessel, and general vessel operation.

Learners must demonstrate a range of water-based competencies, including but not limited to:

- Staying afloat without a lifejacket for at least 5 minutes
- Donning a lifejacket in the water and then:
 - Assisting another person to put one on
 - Maintaining the HELP position for 5 minutes
 - Holding a group huddle for 10 minutes
 - Swimming in a group conga line for 50 metres
 - Swimming 50 metres while wearing a lifejacket

- Towing another person for 25 metres while wearing a lifejacket
- Entering and exiting a life raft in water

Additional requirements include flare demonstrations and the correct use of fire extinguishers and fire blankets.

To apply for AMSA certification, students must accumulate the required sea service days on a commercial or recreational vessel; these are **not** accrued during the course. Learners have one year after completing the AMPA at the end of the practical block to submit their AMSA application with all required sea service time.

Course Description and Pathways

Course description

This course aims to help you develop skills and knowledge that may support entry into a range of job roles or further study. This qualification applies to people working in the maritime industry seeking an Australian Maritime Safety Authority (AMSA) certificate of competency of Coxswain Grade 1 Near Coastal.

The Coxswain Grade 1 NC qualification is essential for the Western Australian maritime industry, providing a pathway for individuals upskilling, entering the industry, or with maritime experience but no formal credentials. This qualification meets Australian Maritime Safety Authority (AMSA) requirements for a certificate of competency to command, and operate the engines of, a vessel less than 12 metres long with unlimited outboard engine propulsion, or inboard engines less than 500 kilowatts:

- In inshore waters (refer to [National Standard for Commercial Vessels Part B—General requirements](#)) or designated waters (under state or territory waterway management legislation).
- As a tender or auxiliary vessel within 3 nautical miles of a parent vessel within the exclusive economic zone.
- Act as a chief mate or deck watchkeeper on a vessel <24m long in inshore waters.

You can also undertake the duties and perform the functions of a General-Purpose Hand NC, Coxswain Grade 3 NC and Coxswain Grade 2 NC.

Course pathways

Further studies may include:

- Certificate III in Maritime Operations (Master up to 24 metres NC)

Further details can be found on our website [here](#).

National Course Entry Requirements

Entry requirements apply to this course - Nil.

Central Regional TAFE (CR TAFE) Entry Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

To be eligible for the Coxswains Grade 1 NC certificate from AMSA you must be:

- at least 16 years old
- able to speak, read and understand English
- medically fit for the duties required.

Regarding sea service, you are required to hold a minimum of 50% of the days required for your qualification at the time of your enrolment with us. Should you have less time than this, please contact our Maritime lecturers to discuss your individual circumstance.

Before you enrol, CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

For this course, LLND needs will be reviewed when concerns are raised by the student or parent. The review will include an informal interview with the Lecturer to develop an individualised approach for each student.

What happens after your LLND review

After the LLND review, the Student Business Systems Team will inform you of the result and the best way forward which may include:

- Proceeding to enrolment
- Possible alternative learning options
- Any support that can be provided

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website [here](#).

You can also check the drop-down box for FEES on your course page on the website which has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website [here](#).

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

Learning Resources

You will need the following learning resources for your course:

Textbooks

Australian Boating Manual, Dr Dick Gandy 6th Edition - \$98.94. This textbook is available for purchase from the BCMI Geraldton or Exmouth TAFE campuses. The Geraldton Library has a copy available for loan.

Marine Radio Operators Handbook – the cost is included in the unit fee, and it can be collected from the BCMI Geraldton or Exmouth TAFE campuses once enrolled.

(Optional) Coxswain Grade 1 Near Coastal task book – \$25.50, available online from the AMSA website [here](#) or for purchase at the BCMI Geraldton or Exmouth TAFE campuses. You **do not** have to complete your task book for the issue of your certificate of competency. Completing the task book will let you reduce the amount of sea service you need to do. The reduction in sea service for a completed task book depends on the certificate of competency and your previous experience, but it will be reduced by at least 50 per cent.

Online learning materials

Microsoft TEAMS is used as the online learning management system. Once enrolled, students are placed in the Coxswain Grade 1 NC team, giving them access to study materials, resources, guides, and written assessments. Students retain Microsoft TEAMS access for the duration of their enrolment.

Resources and equipment you need to bring

You are required to provide (at your own expense) the following list of resources/equipment:

- Access to the internet

- Access to email
- Access to TEAMS
- Pens and Notepaper

CR TAFE online library resources

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website [here](#). Library staff are available to assist you as required.

Third Party Providers

In the delivery of this course, CR TAFE will work on behalf of another organisation to conduct a practical assessment.

The Australian Maritime Safety Authority are the national agency responsible for maritime safety, protection of the marine environment, and maritime aviation search and rescue. CRTAFE Lecturers on behalf of AMSA conduct AMSA Mandated Practical Assessments (AMPA) during the course. An AMPA is a requirement for seafarers to obtain a certificate of competency from AMSA. It assesses the applicant's operational skills, knowledge and understanding of Australian maritime legislation.

The cost for an AMPA is \$376.68 which is paid to CRTAFE on enrolment.

Delivery Mode

This course is offered through blended delivery mode which is a combination of the following:

- **Face to face classes at TAFE campus** – You are required to attend an 8-day block at either BCMI (Geraldton) or Exmouth campus, which includes the Coxswains, Shipboard Safety Skillset, and Marine Radio courses.
- **Prescribed out of class activities** – The lecturer will provide you with access to Microsoft TEAMS where all the learning materials and written assessments can be found. You can work through the course materials at a speed that suits you.
- You are responsible for planning your study time and staying on track. You must ensure that you complete all written assessments before the start of your face-to-face block.

Other Study Options

This course offers other study options (listed below) so you can choose the approach that best suits your needs. Please contact our Student Business Systems for information on the alternate delivery modes and/or study hours.

Traineeship – the Coxswain Grade 1 NC course can be undertaken as either a school-based or work-based traineeship.

My Portal

There is a variety of information available to students on our website under [Current Students myPortal](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE
- Blackboard - links directly to the Blackboard e-learning platform

Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal

learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website [here](#).

Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

Note: CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to [provide feedback and make complaints](#). Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)

- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our [website](#).

Contacts:

Geraldton Lecturer contact details:

Name: Rhys Allen

Phone number: (08) 9956 2805

Email: rhys.allen@crtafe.wa.edu.au

Building: Batavia Coast Maritime Institute, Geraldton

Availability: Monday to Friday, 8:30 – 4:00pm

Exmouth Lecturer contact details:

Name: Graham Hogg

Phone number: (08) 9956 2937

Email: graham.hogg@crtafe.wa.edu.au

Building: Batavia Coast Maritime Institute, Geraldton

Availability: Monday to Friday, 8:30 – 4:00pm

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or enquiries@crtafe.wa.edu.au.

Alternatively, you can complete an online enquiry form <https://www.centralregionaltafe.wa.edu.au/contact-us>.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to www.jobsandskills.wa.gov.au.

Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

Further Resources and Information

More information can be found in our Student Handbook, available for download off our website [here](#).

Licensing/Registration Requirements that Apply on Completion

This qualification is required to obtain an AMSA certificate of competency as a Coxswain Grade 1 NC as specified in Marine Order 505.

AMSA certification will require:

- achieving MAR20324 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal),
- short range operator Certificate of Proficiency issued by ACMA (or higher qualification),
- qualifying sea service as specified in Marine Order 505,
- meeting the medical requirements specified in the Marine Order 505 and

- passing final assessment specified in Marine Order 505.

Seafarers seeking certification should check with AMSA by visiting their website [here](#).

Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

Timetable and Training Hours

The timetable provided helps you plan your week and understand your study commitments. The timetable shows which days and times you need to attend training. It helps you plan ahead and manage your participation.

Location	Lecturer	Course Start Date	Course End Date	Shipboard Safety Skillset	Marine Radio
BCMI (Geraldton)	Rhys Allen	27/07/2026	04/08/2026	05/08/2026	30/07/2026
Exmouth	Graham Hogg	02/02/2026	07/02/2026	09/02/2026	30/01/2026
Exmouth	Graham Hogg	12/10/2026	17/10/2026	19/10/2026	TBC


Overview of Training Hours and Assessment Methods

The table below outlines the units you need to complete. It shows the types of training you are required to do, approximately how much time they should take, and how each unit will be assessed. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Group	Pre-Requisites National Code/s
	HLTAID011	Provide First Aid [OCD30]	8.00					8.00	8.00	Blended Delivery	Core	Core Units	
	MARB027	Perform basic servicing and maintenance of main propulsion unit and auxiliary systems [OAB65]	2.00	2.00		4.00		8.00	7.00	Blended Delivery	Core	Core Units	
	MARC037	Operate inboard and outboard motors [OAB70]	1.00	3.00		10.00		14.00	6.00	Blended Delivery	Core	Core Units	
	MARC038	Operate main propulsion unit and auxiliary systems [OAB68]	3.00	1.00		11.00		15.00	5.00	Blended Delivery	Core	Core Units	
	MARF028	Follow procedures to minimise and fight fires on board a vessel [OAB57]	1.00			15.00		16.00	6.00	Blended Delivery	Core	Core Units	
	MARF029	Meet work health and safety requirements [OAB61]	1.00			8.00		9.00	3.00	Blended Delivery	Core	Core Units	
	MARF030	Survive at sea using survival craft [OAB78]	1.00			11.00		12.00	3.00	Blended Delivery	Core	Core Units	
	MARF060	Apply basic survival skills in the event of vessel abandonment [OFE73]	1.00			15.00		16.00	6.00	Blended Delivery	Core	Core Units	
	MARH013	Plan and navigate a passage for a vessel up to 12 metres [OAB60]	25.00					25.00	8.00	Blended Delivery	Core	Core Units	
	MARI003	Comply with regulations to ensure safe operation of a vessel up to 12 metres [OAB85]	4.00			25.00		29.00	6.00	Blended Delivery	Core	Core Units	
	MARJ006	Follow environmental work practices [OAB55]	2.00	2.00		17.00		21.00	4.00	Blended Delivery	Core	Core Units	
	MARK007	Handle a vessel up to 12 metres [OAB79]	25.00	20.00				45.00	8.00	Blended Delivery	Core	Core Units	
	MARN008	Apply seamanship skills aboard a vessel up to 12 metres [OAB66]	4.00			30.00		34.00	8.00	Blended Delivery	Core	Core Units	
	MARC043	Transmit and receive information by marine radio [OAB59]	4.00			4.00		8.00	3.00	Blended Delivery	Elective	Optional Additional (Imported)	



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 1800 672 700

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