



**Liverpool Maritime Academy**  
**School of Engineering, Technology and Maritime Operations**  
**Liverpool John Moores University**

**CPD in Engineering Workshop Training**  
**Experienced Seafarer to Engineer Officer of the Watch (EOOW)**

***Engineering Officer of the Watch STCW STCW Convention regulation III/1)***

**1. Entry Requirements for Initial Registration - Experienced seafarer programme**

(a) Have completed 24 months' seagoing service on merchant ships of at least 350 kW;

(b) Hold either:

- An Engine Watch Rating Certificate STCW regulation III/4; or
- A Marine Engine Operator Licence (MEOL); or
- A Senior Marine Engine Operator Licence (SMEOL);

(c) Basic STCW safety training certificates;

- I. Personal Survival Techniques (STCW Code A-VI/1-1);
- II. Fire Prevention and Fire Fighting (STCW Code A-VI/1-2);
- III. Elementary First Aid (STCW Code A-VI/1-3); and
- IV. Personal Safety and Social Responsibilities (STCW Code A-VI/1-4).
- V. Security Awareness Certificate (STCW Code A-VI/6-1, paragraph 4);

(d) **International applicants** are required to pay a non-refundable deposit of £1000 (see page 3)

**Note:** Engine room seagoing service consisting of cleaning duties **only** will not be accepted towards this training programme.

**2. Once registered with LJMU you must complete the following training at sea:**

The MNTB Training Record Book will be provided by LJMU after successful application

(e) **Onboard (at sea) Training**

- i. Complete nine months approved sea service in the engine room of vessels of 750 kW or more including six months service as the first assistant to the Engineer Officer in charge of the Watch whilst undertaking watchkeeping or UMS duties.
- ii. Complete the Merchant Navy Training Board (MNTB) Training Record Book (TRB) while completing the sea service under the training scheme; and
- iii. Maintain a workbook describing the TRB tasks carried out.

**Note:** LJMU is not responsible for providing berth for **Onboard (at sea) Training.**

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**Contact**

**Admissions Team, Faculty of Technology and Environment.**  
James Parsons Building, Byrom Street, Liverpool, L3 3AF.  
Tel: +44151 2312777 Email: [taeadmissions@ljmu.ac.uk](mailto:taeadmissions@ljmu.ac.uk)

### **Alternative route for Graduate Engineers;**

If you have completed a suitable engineering apprenticeship and/or are a qualified engineer, you may apply through the alternative route. This will include:

- University Graduates or Higher National Diploma (HND)/Higher National Certificate (HNC) holders (preferably in Mechanical or Marine Engineering or in an engineering subject that at least covers four of the following 6 subjects: Mathematics, Engineering Drawing, Applied Mechanics, Applied Heat, Electrotechnology and Naval Architecture);
- Royal Navy Engineers;
- Suitable engineering apprenticeship (NVQ level 3 or above) holders.

If you would like to pursue one of these routes to achieve an MCA Certificate of Competency then you must apply for a Letter of Initial Assessment (LIA) from the Seafarer Training and Certification Branch. This will specify the requirements for achieving your first and subsequent Certificates of Competency. The LIA application form (MSF 4352) is available from the MCA website: search [www.gov.uk](http://www.gov.uk) for "MCA LIA".

You can progress through the MCA Certificate of Competency structure by completing the required training, education and seagoing service specified in your Letter of Initial Assessment.

### **Entry Requirements for Unconditional Offer - Engineering Officer of the Watch STCW STCW Convention regulation III/1)**

(a) You must have obtained 33 months' seagoing service (in the engine room) or MCA LIA

This must include:

- Seagoing service of not less than 24 months in merchant ships of at least 350 kW;
- A further 9 months' seagoing service on merchant ships of at least 750 kW, which includes on board training that meets the requirements of section A-III/1 of the STCW Code and is documented in an approved MNTB Training Record Book (TRB) and its associated workbook;
- Evidence of acceptance (LJMU Offer Letter)
- Proficiency in Survival Craft and Rescue Boats (STCW Code A-VI/2-1);
- Training in Advanced Fire Fighting (STCW Code A-VI/3); and
- Proficiency in Medical First Aid (STCW Code A-VI/4-1).
- 10 weeks Preparatory classes (Engineering Knowledge sections including control engineering) at SAMET.
- Pass LJMU Assessment
- MCA Notice of Eligibility

It is your responsibility to ensure that the entry requirements for this programme, and entry to the Maritime and Coastguard Agency (MCA) examinations, are met prior to attending the course. **For UKBA and administrative purposes all course requirements must be met at least one month in advance of the course start date.** Please note that for any sea time confirmation, or short course acceptability, you must contact the MCA directly. We suggest overseas students apply for their NOE (Notice of Eligibility) **before** arrival into the UK. You can email queries to [engineering@mcga.gov.uk](mailto:engineering@mcga.gov.uk)

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## **Programme Structure**

Your programme consists of Academic Modules and Additional Components as detailed below:

### **Academic Modules**

The table below identifies the module you will study to obtain the CPD certificate.

<b>Academic Module</b>	<b>Credit Rating</b>
<ul style="list-style-type: none"><li>• Completion of log book showing satisfactory completion of all elements of the workshop training course (MNTB workshop skills at operational level)</li><li>• Preparation for IAMI examinations<ul style="list-style-type: none"><li>- Engineering Science A&amp;B</li><li>- General Engineering Knowledge</li><li>- Motor Engineering Knowledge</li></ul></li><li>• Preparation for MCA oral</li></ul>	12
<b>Total Credits</b>	<b>12</b>

### **Additional Components**

To obtain an STCW certificate of competency in the Merchant Navy Marine Engineering Officer of the Watch, students need the following additional components as shown in the table below. These include the external examinations set by IAMI on behalf of MCA, as well as MCA Oral examination. **The Oral fee and attempts at IAMI examinations will be subject to an additional cost.**

<b>Additional Components</b>
External IAMI written examination (Engineering Science A)
External IAMI written examination (Engineering Science B)
External IAMI written examination Engineering Knowledge (General & Motor)
Human Element Leadership & Management (Operational level) – HELM (O) at <b>extra Charge</b>
High Voltage (Operational) at <b>extra Charge</b>
Oral examination

### **MCA Orals**

The MCA orals are arranged and paid for by yourself although we will advise you on the timing of the oral date and the application. The local MCA oral centre is at Crosby which is 15 minutes from the University by train. We provide preparation classes as part of the programme. If you have not already done so, you should apply for your Notice of Eligibility (NoE) to sit IAMI examinations for certificate of competency in the Merchant Navy Marine Engineering Officer (Unlimited) as soon as possible at the start of your programme. The MCA application form is downloadable direct from [www.mcga.gov.uk](http://www.mcga.gov.uk). The NoE fee includes your first MCA oral examination attempt.

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### **Qualifications Awarded**

After successful completion of the programme you will be awarded the following qualifications:

- Certificate of Continuity of Professional Development (CPD) by LJMU.

To support your application to the MCA for an EOOW CoC, at the end of your programme you will have to submit the following documents to MCA:

a) Certificates showing a pass in the IAMI Engineering Knowledge (EK) examinations;  
b) Approved Human Element, Leadership and Management (HELM) operational level course completion certificate;

**Note:** only required if not completed in the approved education programme

c) Completion certificates of the STCW safety and security training  
d) High Voltage (HV) operational level training completion certificate;

**Note:** only required if not completed in the approved education programme

f) Evidence of completion of workshop skills; and

g) Medical Fitness Certificate (ENG1) or MCA recognised equivalent certificate.

### **Required Equipment**

To assist you in your studies you are required to bring with you two boiler suits and a pair of safety shoes.

### **Programme Intakes**

This course has a October and February Intake

### **Programme Duration and Pattern of Attendance**

This is a full time course lasting 5 months and 15 days

### **Application Process**

All students must complete a formal application process for this programme. Complete the application form, attaching photocopies of ALL of the required documentation (see application form), plus photographs, and return to:

Admissions Team  
Faculty of Technology and Environment  
Room 210, James Parsons Building  
Byrom Street  
Liverpool  
UK  
L3 3AF  
Email: [taeadmissions@ljmu.ac.uk](mailto:taeadmissions@ljmu.ac.uk)

After receiving your application a decision will be made by a member of our academic team. We will then post and email an offer letter to you making you either a Conditional or Unconditional offer. An unconditional offer means that you have met all of our requirements and your place on the programme is secured. A conditional offer means that you have not

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yet met all of our requirements and your place is not secured until you do so. **Any conditions must be met at least one month prior to the enrolment date.** Applicants who do not meet the conditions of their offer in time for their preferred intake will have to defer their application to the next intake.

### **Application Deadline**

For administration and visa processing purposes, all applications should be received at least one month in advance of your preferred intake.

### **Fees**

The fees for this programme are £6400 and a full fee payment will be required at enrolment, payable by cheque, bankers draft, credit or debit card.

**International applicants** are required to submit a £1000 deposit with their application form. Deposits can be paid via an online credit or debit card payment at <https://buyonline.ljmu.ac.uk/browse/product.asp?compid=1&modid=1&catid=1082>

When making an online card payment, applicants will be asked to set up a basic account and then will be sent an electronic receipt for their deposit payment via email. International applicants must submit a receipt for their online card payment with their application form.

**Please note that your deposit payment is non-refundable.**

**UK applicants** who have obtained financial sponsorship will be required to pay the full course fee to LJMU at enrolment. Applicants should claim the money back from their sponsor prior to or following enrolment.

### **Enrolment Process**

Approximately one month prior to your course intake you will receive enrolment and induction instructions. You will be required to attend an enrolment session where you will complete an online enrolment form and pay your course fees in full. Only then can you become a student of the University and receive a student card. You will also be expected to attend an induction day to prepare you for your course and for life as a student at LJMU.

### **Accommodation**

All students are responsible for finding and securing their own accommodation and we strongly recommend that this is done prior to your arrival in Liverpool. Some accommodation options are given below:

### **LJMU Accommodation**

LJMU offer rooms based in a range of city-centre Halls but Marybone and Atlantic Point are the closest Halls to the Byrom Street campus where your course is taught. **Please note that contracts are usually arranged around the times of more conventional academic programmes which may not match the timing of this particular programme.** Accommodation in Halls is usually only available to students studying at LJMU for a minimum of 42 weeks and who have a September start date. All non-UK students must pay their rent in full before they arrive in the UK. For further information and clarification please email the Accommodation Office at [accommodation@ljmu.ac.uk](mailto:accommodation@ljmu.ac.uk) or visit their web pages at <http://www.ljmu.ac.uk/Accommodation/>

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### **Private Accommodation**

An alternative and recommended accommodation option to University halls is to rent a private flat or house with other students. Please consult **Liverpool Student Homes** at <http://www.studentpad.co.uk/liverpool/> which is owned and approved by the three universities in Liverpool and maintains a portfolio of good quality private houses and flats.

We can also provide the details of a letting agency in Liverpool who specialize in arranging accommodation for international students but please note that this letting agency is not connected with LJMU and the university does not take any responsibility or liability for any breach of terms and conditions with this letting agency. Please contact **Liverpool Sales and Lettings Ltd** at [liverpoollettingsltd@gmail.com](mailto:liverpoollettingsltd@gmail.com)

### **Temporary Accommodation**

If you have still not managed to sort out permanent accommodation prior to your arrival then there may be temporary beds available at a local city centre hostel. Try **Hatters Hostel** at <http://hattersgroup.com/> or **International Inn** at <http://www.internationalinn.co.uk/>

### **Living Expenses**

In addition to the course fees it is recommended that students budget approximately **£800** per month to cover accommodation, travel and food. International applicants should ensure that prior to applying for a visa their bank account can show the UKBA that they are able to pay all course fees as well as accommodation and living expenses for the duration of the course.

### **Additional Information for International Applicants**

- If you are not of British Nationality you will require a UK Student Visitor Visa to enter the UK
- In order to obtain a UK Student Visitor Visa you must be in receipt of an Unconditional Offer letter which can only be sent to you once all of our requirements have been met.
- Visa processing times can take approximately one month
- If you are an International applicant and have any criminal convictions from a previous visit to the UK then you should seek advice from the UKBA regarding your visa application **prior** to you submitting an application
- Under UK Border Agency Regulations international students are only allowed to take re-assessment in any element of their programme on a maximum of two occasions
- LJMU is duty bound to report back to the UKBA any periods of unaccounted absence with regards to all international students.

### **Applying for a Notice of Eligibility (NOE)**

In order to sit the professional examinations (Engineering Knowledge) and the MCA oral examination you will need to obtain a NOE from the MCA. Application forms can be found on the MCA website.

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To be issued with an NOE you must submit the following to the Seafarer Training and Certification branch of the MCA:

- a) Evidence of 33 months approved sea service in engine department inclusive of nine months sea service under the training scheme.
- b) Completed MNTB TRB;
- c) Completed workbook; and
- d) Evidence of acceptance (University letter), an approved training and education program meeting the standard of STCW code section A-III/1.

Once you hold an NOE you may apply to an MCA Marine Office of your choice to arrange your oral examination. The syllabus for oral examination is available in MGN 69 which can be downloaded from MCA website.