



IYT Worldwide School, Instructor & Examiner Manual

RECREATIONAL & PROFESSIONAL SCHOOLS

(includes IYT Partner School License Agreement)

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Record of Changes

Dec 12, 2017	Instructor and Examiner Requirements
Jan 13, 2018	Section 2.3 License Agreement – Publicity and Advertising and use of logos, sections A and F
March 13, 2018	Section 8 – Marketing & Logos – Added 8.2 – Use of MCA Logo – for schools approved to offer MCA recognised courses.
April 12, 2018	6.7.7 - STCW '95 BASIC SAFETY TRAINING CERTIFICATES Added this text (JF): The photo does not necessarily have to be attached and no thumbprint is required. We welcome candidates to provide the photo for the form, but again, the MI will not reject them without photo and thumbprint.
April 23, 2018	6.7.8.5 MASTER OF YACHTS UNLIMITED NOTE: Students may sit the Unlimited course just after completing the Limited course provided they have indeed passed all components for MOY Limited theory and practical. HOWEVER, schools may not order the MOY Unlimited certificate until IYT has received the order for same candidate’s MOY Limited and it has been verified.
May 3, 2018	6.11 REVALIDATION PROCEDURES (RENEWAL) a.) Master of Yachts 2 years out of date: b.) Master of Yachts 3 years out of date:
May 11, 2018	6.7.8 Master of Yachts Training (MOY) Certificates – noted that STCW Certificates cannot be expired for MOY Certification – had not needed to note this as previously no basic STCW expired.
May 28, 2018	5.3.2 MASTER OF YACHTS 6.6.2.3 MOY COASTAL/MATE THEORY EXAMINATIONS 6.6.3.3 MOY LIMITED THEORY EXAMINATIONS 6.6.5.1 MOY UNLIMITED EXAMINATIONS Candidates who fail a Master of Yachts theory exam will be allowed to resit a different exam after having had time to absorb the information necessary to pass the component they have failed. School to upload all exams taken by a candidate, fail and pass exams Note to please see submission time limits in section 6.
Dec 6, 2018	6.6.4 Removed the <i>italics</i> text below: a) In the event that a candidate wants an additional endorsement, an additional practical examination will be required. <u>IYT Worldwide will need to be informed via registering the student for the examination. This ensures an invoice is created and that we have record that the endorsement is taking place. IYT Worldwide will invoice the school per candidate, as if it is the candidates’ first attempt.</u>

<p>Dec 14, 2018</p>	<p>Section 2.3; #10 of the Licensing Agreement: Member also agrees to display the IYT or IMT logo (where applicable) on all other advertising and promotional materials, including IYT/IMT course descriptions.</p> <p>b) Member agrees to link their website to that of IYT/IMT (including a link from each IYT/IMT course to the corresponding page on the IYT/IMT website).</p>
<p>Dec 15, 2018</p>	<p>6.6.2.5 MOY Coastal/mate Resit of Practical Examination 6.6.3.5 MOY LIMITED RESIT OF PRACTICAL EXAMINATION For Master of Yachts Practical examinations: Candidate must pass the components of the practical they failed initially. They do not need to be re-examined on the areas they have passed on initial practical.</p>
<p>Mar 1, 2019</p>	<p>New Sections: 6.6.3.3 and 6.7.8.5: Topic: MOY limited students not prepared for limited but offered MOY coastal</p> <p>a) If after/during theory and/or practical courses the student is deemed to be ill prepared to challenge the MOY Limited Practical successfully, the school may recommend they obtain the MOY Coastal certification. Depending upon the timing of this decision, the school may use either the MOY Coastal or MOY Limited Practical Examination. If the MOY Limited Practical Examination form is used please ensure the Examiner makes it clear that he/she is passing candidate for MOY Coastal.</p>
<p>March 25, 2019</p>	<p>5.1.4 MASTER OF YACHTS ENTRY REQUIREMENT – ALL LEVELS</p> <p>Please refer to the website course description page or course framework/syllabus for the minimum entry requirements.</p> <p><u>Critical Information – Please do not disregard this information</u></p> <p>The MCA are no longer allowing Deckhands, Officers of the Watch, Mates or Masters who have color blindness to hold MCA certification. In the past, those who were diagnosed with color blindness were issued certificates with the endorsement “no solo watch” or “dual watch only”.</p> <p>Because the IYT/MCA Master of Yachts certificates are commercial in nature, IYT will be complying with the same MCA requirements and will be unable to issue any commercial certificates to those who have color blindness. It is imperative that students undertake a color blindness test BEFORE they enroll in any IYT/MCA commercial courses as we will not be able to certify them.</p> <p>Also, it is important to note that a ‘lantern test’ for color blindness is no longer accepted. The test must be an Ishihara or CAD test.</p> <p>Those who already hold IYT/MCA commercial certificates with a color blindness endorsement “no solo watch” will be able to renew with the same endorsement”.</p>

<p>March 25, 2019</p>	<p>In section 6 regarding seatime for Master of Yachts Coastal and Limited we added to b and are removing c below.</p> <ul style="list-style-type: none"> a) Seatime should be on an original form signed by owners/captains, with candidate’s name on each sheet. b) IYT Worldwide will only accept copies of seatime if sighted and signed by the school principal or administration. c) The copy should be signed as “certified true copy”.
<p>Sep 25, 2019</p>	<p>Section 6.7.3 How to Order Recreational certificates Beginning November 1, 2019 schools are required to obtain the following prior to or on first day of course:</p> <ul style="list-style-type: none"> i) Completed Candidate Registration Form (this may be your own form or IYT’s form) ii) Signed “Liability Waiver & Release Form” <p>Effective immediately (today’s date September 25, 2019) schools are required to maintain copies of all theory and practical exam, pass and/or fail.</p> <p>Schools are encouraged to obtain the following from candidates during course:</p> <ul style="list-style-type: none"> iii) Complete “Course Review Form”
<p>Sep 25, 2019</p>	<p>Added section 6.7.10 CERTIFICATION PROCEDURES – MASTER OF YACHTS LIMITED FOR U.S. NAVY</p>
<p>June 3, 2020</p>	<p>In section 6.6.2.2 and 6.6.3.2 regarding seatime for Master of Yachts Coastal and Limited we added d as seen below.</p> <ul style="list-style-type: none"> d) Sailing catamarans with twin screw can be seatime qualifying for power & sail endorsements.
<p>June 3, 2020</p>	<p>In section 6.6.2.1 and 6.6.3.1 regarding practical exams for Master of Yachts Coastal and Limited we added iv as seen below</p> <ul style="list-style-type: none"> iv) Sailing catamarans with twin screw can be used for both power and sail exams.
<p>August 21, 2020</p>	<p>9. HEALTH AND SAFETY AND INCIDENT REPORTING 9.1 GENERAL Added this statement: An “Incident Report Form” is located in the IYT Document Library. If an accident or incident of concern needs reporting please find this form and submit to IYT as directed on the form.</p>

September 25, 2020	<p>In section 5.1.7 regarding entry requirements for Master of Yachts Unlimited we added additional qualifications as seen below.</p> <p>We will also accept the following qualifications for entry into the IYT MOY Unlimited course:</p> <ul style="list-style-type: none">• MCA OOW Certificate• MCA stamped Notice of Eligibility (NOE)• MCA Master (Code Vessel) <200GT• Marshall Islands Master (STCW II/3) <350GT / Chief Mate (STCW II/3 <500GT
September 29, 2020	<p>In section 1.2 updated IYT Worldwide contact information:</p> <ul style="list-style-type: none">• removed Phil Lancaster and Danielle Tittlemore• Corrected Job titles for Jessica Gunn and Shelby Gill <p>In section 2. added information on course fees and IYT noninvolvement with financial transactions between schools and students</p>

Letter from Mark Fry, Founder & Managing Director

International Yacht Training Worldwide

Dear Partner School,

I would like to take this opportunity to welcome you as a Level 2 IYT Worldwide Partner School on behalf of myself and our staff. With your membership you have been approved to offer not only professional courses but a multitude of recreational courses. This manual contains detailed information regarding the requirements of an IYT Partner School and the requirements for operating IYT courses. It is basically your 'Operating Manual' and we trust you will take the time to read through all of the requirements for the school, your instructors and examiners. Please share with all of your staff as many questions that are directed to our office are answered in this manual.



We have recently updated our website and added valuable content. Please make sure to browse the site and become familiar with all it has to offer. We are proud to now offer an on-line database whereby all students will maintain a profile and have access to viewing their certificates online. All schools will have a profile listed under the country in which they operate and all certification requests will be ordered by the school using the new on-line system. The certification procedures section of this manual will refer you to the site for exact instructions on how to register students and place orders. We continue to update and improve this system.

Thank you for choosing IYT Worldwide. We look forward to a long and prosperous relationship!

Sincerely,

A handwritten signature in blue ink that reads "Mark Fry". The signature is stylized with a large, looping "F" and a long horizontal stroke at the end.

Mark Fry
International Yacht Training Worldwide

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1. INTRODUCTION

1.1 COURSE LIST – AS OF SEPTEMBER 2019

Recreational Courses

Dinghy – Bronze Level – Start Sailing
 Dinghy – Silver Level – Safe Sailing
 Dinghy – Gold Level – Independent Sailing
 Dinghy – Platinum Level – Perfected Sailing
 International Certificate of Competency – various levels
 IYT Day Skipper / Crew – Sail
 Learn to Sail
 Introduction to Yachting
 International Crew
 International Flotilla Skipper
 International Bareboat Skipper
 International Flotilla Skipper Sail - Catamaran
 International Bareboat Skipper Sail - Catamaran
 Navigation Master
 Personal Watercraft Operations (Jet Ski)
 Power Boat Master
 Yachtmaster Coastal
 Yachtmaster Offshore
 Yachtmaster Ocean
 Weather Master

Short Name

Dinghy Bronze
 Dinghy Silver
 Dinghy Gold
 Dinghy Platinum
 ICC
 Day Skipper
 Learn to Sail
 Intro to Yachting
 Int'l Crew
 Flotilla Skipper
 Bareboat Skipper
 Flotilla Skipper Sail - Catamaran
 Bareboat Skipper Sail – Catamaran
 Navigation Master
 PWC
 Power Boat Master
 YM Coastal
 YM Offshore
 YM Ocean
 Weather Master

Recreational/Professional Courses

Small Powerboat & RIB Master
 VHF Radio Operator/Marine Communications
 IYT Commercial Tender License

Short Name

RIB Master
 VHF
 IYT Commercial Tender

Professional Courses

Superyacht Deck Crew
 Professional Superyacht Hospitality/Interior Crew
 Superyacht Chef
 Master of Yachts
 Master of Yachts Coastal/Mate 200 Tons
 Master of Yachts Limited
 Master of Yachts Limited Theory
 Master of Yachts Limited Practical
 Master of Yachts Unlimited
 Master of Yachts <80GT Inshore
 Standard of Training & Certification of Watchkeepers
 Basic Fire Prevention & Firefighting
 Elementary First Aid
 Personal Survival Techniques
 Personal Safety & Social Responsibility
 Proficiency in Maritime Security Awareness

Short Name

Deck Crew
 Hospitality
 Superyacht Chef
 MOY
 MOY Coastal/Mate
 MOY Ltd
 MOY Ltd Theory
 MOY Ltd Practical
 MOY Unlimited
 MOY Inshore
 STCW
 STCW BFF
 STCW EFA
 STCW PST
 STCW PSSR
 STCW PSA

1.2 WELCOME

Welcome to International Yacht Training Worldwide. You are now part of the world’s leading provider of yacht training services with partner schools in four out of five of the world’s continents.

As a new school you will benefit from access to what we believe is the best yacht training programme in the world, with courses designed to meet the training needs of mariners from entry level novices to fully qualified professional yacht captains. You will also benefit from being part of an increasingly recognized global brand with a direct link from www.IYTworld.com to your school website.

Most of this document is designed as a guide for new partner schools to help them understand IYT Worldwide processes and procedures. However, we’ve taken a little space here to give you an overview of the company and how the IYT Worldwide programme works.

We are proud of what we and our partner schools have achieved over the last decade, but we know that there is always more that we can do. If you have any comments, feedback or suggestions, please contact us at support@iytworld.com and title the subject ‘customer comments/feedback or suggestions’.

IYT Worldwide Contacts

Contact	Responsibility	Email
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Bruce Chapman	IYT Australia & Asia	brucec@iytworld.com
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Background & Overview

International Yacht Training Worldwide (“IYT Worldwide”) is the world’s leading provider of yacht training services. The company offers maritime training courses to professional and recreational mariners throughout the world and enjoys a first class reputation. It is currently a Canadian Corporation with management offices in British Columbia, Canada and has been operating since 2002.

IYT Worldwide recognises the need for a standardised global approach to yacht training. It offers high quality internationally recognised sail and powerboat training courses through a worldwide network of approved partner schools.

The company has developed a training programme that allows a candidate to progress from an absolute beginner (“Introduction to Yachting”) to a fully qualified master of an ocean going yacht up to 200 Tons (“Master of Yachts Unlimited”). The programme is designed around modules that allow a candidate to build on their knowledge incrementally as they acquire new skills and experience. This enables a candidate to progress from complete novice to the achievement of internationally recognised certificates of competence. This is an increasingly important attribute since more and more maritime authorities are requiring certification for recreational as well as professional mariners.

IYT Worldwide Master of Yachts (“MOY”) Certificates of Competency are currently recognised by 26 maritime jurisdictions across the world. These approvals cover vessels of up to 200 Gross Tons or vessels of less than 24 metres where used for commercial operations. IYT Worldwide is also able to offer Standard of Training and Certification for Watchkeepers 1995 Basic Training (“STCW ‘95”) through approved partner schools. STCW is an International Maritime Organisation (“IMO”) requirement for employment on commercially operated yachts carrying passengers. The recreational equivalent of the MOY programme is the IYT Worldwide Yachtmaster programme.

The company continues to promote its certification programmes globally and hopes to add to the list of approving authorities soon.

The quality positioning of the Company’s training has resulted in stand-alone approval of certifications as outlined by the United Nation’s International Maritime Organization (IMO). In addition, the company’s procedures have been approved by the British Standard Institute (BSI) as fully complying with ISO 9001 2008.

The Maritime and Coastguard Agency of Great Britain (“MCA”), – has recognised IYT Worldwide Master of Yachts Programme and its Small Powerboat & Ribmaster, Superyacht Deck Crew, and VHF Marine Communications courses.

The Master of Yachts certificates of competency are recognised by all Red Ensign flag countries including UK, Jersey, Guernsey, Cayman Is, Bermuda, Gibraltar, and British Virgin Islands etc... as well as by Ireland, Bahamas, Marshall Islands, and Poland.

An International Certificate of Competency or ICC is now required for operators of most vessels on both inland and coastal waters in a large part of the European Community. The Irish Government has authorized IYT Worldwide to issue Irish ICCs to citizens of all countries. The MCA also authorizes IYT Worldwide to issue ICCs to UK citizens and other countries they have approved.

2. MEMBERSHIP

Partner schools are licensed by IYT Worldwide to use its teaching programmes. They also conduct examinations on behalf of IYT Worldwide, to ensure that students have reached the required standards in terms of theoretical knowledge, practical skills and safety. This section sets out the broad terms of membership and the standards expected of partner schools.

Regardless of classification or geographical location, all schools are required to meet the highest standards of safety and conduct at all times. It is in all of our interests to maintain the quality of the IYT Worldwide certification process and we welcome feedback on how we can improve.

There are two types of IYT Worldwide partner schools; recreational and professional.

Recreational School Members (Level 1) These are schools primarily geared towards serving recreational boaters. They generally teach courses from "Introduction to Yachting" through "International Bareboat Skipper" including "VHF Radio Operator/Marine Communications". Some may be approved to offer the MCA Recognised "Small Powerboat & RIB Master"

Professional School Members (Level 2) Professional schools teach either STCW Basic Safety Training or Master of Yachts courses or both. They may also teach recreational courses.

In the sections that follow we set out the expectations for schools across a range of areas such as conduct of business, legal requirements, maintenance of physical premises and vessels etc...

Partner schools are required to demonstrate the highest standards of service and excellence in training, equipment, staffing, presentation and business ethics. They are also expected to conduct business with a strong regard for the international community and the environment.

In addition, all schools, regardless of classification, are required to remain in good standing with IYT Worldwide.

Course Fees IYT does not dictate what individual schools charge for training or examinations and has no involvement with financial transactions between schools and students.

2.1 REQUIREMENTS FOR MEMBER SCHOOLS

At all times schools are also expected to:

- Keep students, staff and other members of the public safe
- Act with the utmost integrity
- Treat all people fairly and with respect
- Respect and protect the environment
- Follow the spirit and principles of this manual
- Conform to the standards of presentation and image consistent with IYT Worldwide's corporate image.
- Ensure that all staff are knowledgeable of the training programme, are well presented, well dressed and courteous.

2.1.1 LEGAL & REGULATORY

Partner schools must:

- e) Operate from premises accessible to the public, which are consistent with the planning regulations of the country or state in which they are located.
- f) Be a satisfactory legal identity and be able to undertake the necessary processes for the administration of IYT Worldwide programmes.
- g) Comply with all national and local laws regarding business licenses.
- h) The school instructors must hold an IYT Worldwide instructor qualification to the level deemed fit by IYT Worldwide management personnel.
- i) If training on a vessel the partner school must own or have a lease or charter agreement on a suitable vessel compliant with national legislation.
- j) If the owner and/or senior instructor of Member as listed changes, IYT is to be informed in writing immediately and the new personnel must be approved by IYT at its absolute discretion. This Agreement shall terminate upon the sale of the Member's business (or the transfer of more than 50% of the stock or similar interest in the Member entity) except with the advance written consent of IYT.
- k) Notify IYT Worldwide when they want to add an approved IYT Instructor to their school AND when an instructor leaves their school.

2.1.2 CLASSROOMS & PREMISES

- a) Where applicable, the school should have office and classroom (including toilets) facilities which must be clean comfortable and conducive to instruction. The classroom must include as a minimum, desks and chairs for the number of students, TV, video, white board and projector.
- b) Supplies of stationery and suitable equipment must be available for students attending courses.
- c) An adequate first aid kit should be on the premises.
- d) The premises school should comply with local regulations regarding disability access etc.

2.1.3 VESSELS

All vessels must:

- a) Comply with national legislation and local laws, with regard to construction and safety equipment.
- b) Be properly maintained and thoroughly cleaned.
- c) Have the necessary safety equipment on board and all equipment must be well maintained and in date.

2.1.4 TEACHING

School principals are required to:

- a) Ensure that all courses are conducted to the appropriate course syllabus and outlines.

- b) Ensure that IYT Worldwide training materials are used when conducting each course, to include instructor manuals, student manuals, lesson plans and examinations (unless given express permission by IYT Worldwide management).
- c) Ensure that the instructor complies with the appropriate instructor requirements and competence for each training level.
- d) Ensure that the course entry requirements for each level are met by all participants.

2.1.5 SAFETY STANDARDS, LIABILITY & INSURANCE

- a) Safety should be the number one priority of all schools
- b) Member agrees to have in place and adhere to an acceptable safety policy and will ensure that the school, its students/participants, the vessels and the instructors are adequately insured.
- c) Member agrees to exercise the proper duty of care to all students undertaking courses and in the administration of these courses. Member also agrees to have in place current and valid liability insurance with appropriate liability limits as may be required by state or national law.
- d) All vessels, equipment, facilities and staff of the Member must fully comply with any and all local, state and federal regulations pertaining to the use and occupancy of its vessels and school facilities and agrees to provide such documentation as may be requested to IYT/IMT to confirm compliance with all applicable safety standards and regulations.
- e) Member agrees to indemnify, hold harmless, and defend IYT and IMT of and from any and all actions and claims brought by any third parties against IYT or IMT in connection with any training, instruction, supervision, advertising, promotion, or any other conduct of the Member. Member further agrees that in any such action brought against IYT or IMT by any third party, Member will reimburse and defend IYT or IMT and further agrees to pay any and all attorney's fees and costs incurred in the defense of those actions.

2.1.6 CONFIDENTIAL INFORMATION & PRIVACY

- a) The content of courses and other intellectual property provided to partner schools remains the property of IYT Worldwide and must not be copied, disseminated or shared with third parties without the prior permission of IYT Worldwide
- b) All IYT Worldwide partner schools are expected to protect the privacy of all participants in the IYT Worldwide Programme.
- c) The partner school, its officers, agents, directors, representatives, and/or employees shall not at any time or in any manner, directly or indirectly use, disclose, or disseminate any confidential information to any other person or entity, except as specifically authorised by IYT Worldwide.
- d) Partner schools are required to secure all personal information from unauthorized access, use or disclosure, and the personally identifiable information provided must be held in secure conditions and on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure.
- e) IYT Worldwide collects and uses personal information to deliver the services and training programmes and issue certificates. It may use personally identifiable information to inform individuals of other products or

services available from IYT Worldwide and may also make contact with individuals via surveys to conduct research about opinions of current services or of potential new services that may be offered.

- f) IYT Worldwide does not share, sell, rent or lease its customer lists to third parties, but from time to time, IYT Worldwide may make contact on behalf of external business partners about a particular offering that may be of interest. In those cases, all unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party.
- g) In addition, IYT Worldwide does not use or disclose sensitive personal information, such as race, religion or political affiliations.
- h) IYT Worldwide will disclose personal information if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on IYT Worldwide; (b) protect and defend the rights or property of IYT Worldwide; and, (c) act under exigent circumstances to protect the personal safety of users of IYT Worldwide, or the public.

2.1.7 BRANDING & LOGOS

- a) Partner schools should use the approved IYT Worldwide logo on their websites and may display the logo at their training facilities.
- b) IYT Worldwide kindly requests all printed and electronic advertising and promotional material, which could include all forms of media releases, newspaper and periodical advertisements, and signs are submitted to the company for approval prior to use.
- c) The partner school agrees that advertising and publicity materials issued by the partner school will only refer to the IYT Worldwide Programme when describing courses approved by IYT Worldwide.
- d) The partner school will not represent itself or its employees as a legal representative or agent of IYT Worldwide.

2.1.8 EQUAL OPPORTUNITY & ANTI-HARASSMENT POLICY

- a) Partner schools are expected to provide equal opportunity certification processing for all applicants/students.
- b) Partner schools must not unlawfully discriminate on the basis of race, colour, religion, sex, national origin, age, handicap, veteran status, marital status, or sexual orientation.
- c) IYT Worldwide will not tolerate the harassment of any member of staff, student or any individual in any of their partner school facilities. This recommendation includes harassment by students. Harassment includes verbal, physical, and visual harassment, solicitation of sexual favours, unwelcome sexual advances, and creating or maintaining an intimidating or hostile training environment.
- d) Any partner school, student or individual that violates this policy is subject to expulsion from the IYT Worldwide programme.
- e) It is the responsibility of every partner school employee and applicant/student to conscientiously follow this policy.
- f) Retaliation in any form against a complainant who exercises his or her right to make a complaint is strictly prohibited.

2.2 MEMBERSHIP RENEWAL, WITHDRAWAL AND UPGRADE PROCEDURES

2.2.1 RENEWAL

- a) Membership is valid for 12 months at a time.
- b) Membership will be automatically renewed providing partner schools remain in good standing with IYT Worldwide.
- c) To remain in good standing partner schools must:
 - i) Comply with all terms and conditions of their membership agreement and the contents of the membership manual as amended from time to time.
 - ii) Fulfill their responsibilities regarding the presentation of student paperwork and maintenance of student records.
 - iii) Pay annual membership dues and not be in arrears with other monies owed to IYT Worldwide.
 - iv) Not engage in any activity which is deemed by IYT Worldwide to be detrimental to IYT Worldwide or other partner schools.
- d) IYT Worldwide reserves the right to deny renewal of membership for a partner school that is deemed by IYT Worldwide to be acting in any way that is, or may be considered to be, detrimental to the best interests of IYT Worldwide or its training programme or other partner schools.
- e) Meeting minimum requirements does not guarantee or result in automatic renewal.
- f) IYT Worldwide reserves the right to change any requirements to gain or retain membership.
- g) An appeals procedure is available should membership renewal be denied.

2.2.2 MEMBERSHIP WITHDRAWAL

- a) IYT/IMT reserves the right to cancel this agreement for such action by the Member that is determined by IYT/IMT to be detrimental to the name and goodwill of International Yacht Training Worldwide or International Maritime Training, or for any other reason so decided by the management of IYT and IMT that may be damaging to the name, reputation or goodwill of IYT or IMT. This cancellation may be made immediately with or without written notice.
- b) In the event that membership is cancelled or renewal of membership is denied, an appeal in writing may be made to IYT Worldwide for consideration. The IYT Worldwide Board of Directors decision will be final.

2.3 SCHOOL LICENSE AGREEMENT

IYT PARTNER SCHOOL LICENSE AGREEMENT

This licensing agreement covers applications for membership into both the International Yacht Training and the International Maritime Training school membership agreements.

This licensing agreement is the same as the agreement agreed to by partner school applicants upon submission of an online Partner School Application. It is the licensing agreement in place for all IYT Partner Schools as of November 2017. We are making this copy available in the IYT School and Instructor Manual and in the IYT Document Library so it is readily accessible by all schools.

Any school who has issues with the following agreement and does not wish to continue their relationship with IYT/IMT should contact us at support@iytworld.com. Otherwise, the Member agrees to follow the rules and regulations of membership of IYT or IMT (where applicable) and any changes that are notified to the applicant in writing. The Member also agrees to maintain the standards of training outlined in the School, Instructor and Examiner manual as updated from time to time.

Please make sure that you read and understand the terms of the agreement. Most of it relates to abiding by our rules and regulations particularly where they relate to safety, instructors, the conduct of training and the issuance of certificates. However, there are also sections relating to the use of logos, payment of appropriate fees (for membership, inspections and certificates), non-disclosure of sensitive information and acting in accordance with the best interests of IYT/IMT.

LICENSE AGREEMENT

License agreement between Joint Licensors; International Yacht Training Worldwide Inc, Suite 482, 9-3151 Lakeshore Road, Kelowna, British Columbia, V1W 3S9 (“IYT”) and International Maritime Training, Suite 482, 9-3151 Lakeshore Road, Kelowna, British Columbia, V1W 3S9 (“IYT/IMT”) and the individual or organisation approved as a member school (“Member”).

Whereas IYT/IMT own certain intellectual property, courses, know-how, trademarks and other assets relating to the delivery of maritime and other educational products and the Member wishes to use such items to deliver training to students.

Whereas the IYT/IMT agrees to provide non-exclusive rights to use their training services and other proprietary materials and confidential information and the Member agrees to use IYT/IMT training services and other proprietary materials and confidential information in strict accordance with the IYT/IMTs rules, regulations, standards and procedures as amended from time to time.

Whereas the parties hereby agree to the terms of this agreement with the intention of promoting the training and education of students so that they may competently operate power and sailing vessels

1. GENERAL

- a) The member agrees to act as representative for the IYT/IMT training courses. The member will act on behalf of IYT/IMT and agrees to operate under the guidelines and requirements of IYT/IMT and the IYT/IMT Training Board.
- b) Membership and membership renewal in the IYT/IMT Training Programme (“the Programme”) is conditional upon reading and signing this Agreement and on the terms contained herein
- c) Member acknowledges that this Agreement does not create an agency relationship between the Member and IYT or IMT; except as otherwise provided in this Membership Agreement, IYT/IMT has no control over or involvement with the day-to-day operations and activities of the Member and bears no responsibilities for same.
- d) Member understands and agrees that membership in the IYT/IMT Programme is granted at the sole discretion of IYT and IMT based upon its unilateral determination of several criteria including, but not limited to, whether acceptance and continuation of membership is in the best interest of IYT or IMT. Satisfaction of minimum requirements does not guarantee membership.
- e) IYT/IMT reserves the right to cancel this agreement for such action by the Member that is determined by IYT/IMT to be detrimental to the name and goodwill of International Yacht Training Worldwide or International Maritime Training, or for any other reason so decided by the management of IYT and IMT that may be damaging to the name, reputation or goodwill of IYT or IMT. This cancellation may be made immediately with or without written notice.
- f) Errors and omissions excepted throughout

2. SAFETY STANDARDS LEGAL LIABILITY AND INSURANCE

- a) Member agrees to have in place and adhere to an acceptable safety policy and will ensure that the school, its students/participants, the vessels and the instructors are adequately insured.
- b) Member agrees to exercise the proper duty of care to all students undertaking courses and in the administration of these courses. Member also agrees to have in place current and valid liability insurance with appropriate liability limits as may be required by state or national law.
- c) All vessels, equipment, facilities and staff of the Member must fully comply with any and all local, state and federal regulations pertaining to the use and occupancy of its vessels and school facilities and agrees to provide such documentation as may be requested to IYT/IMT to confirm compliance with all applicable safety standards and regulations. Whether owned or chartered, all

boats used by a school to run IYT practical courses must hold and comply with the small craft commercial licensing requirements of the flag state in whose waters the vessel operates.

d) Member agrees to indemnify, hold harmless, and defend IYT and IMT of and from any and all actions and claims brought by any third parties against IYT or IMT in connection with any training, instruction, supervision, advertising, promotion, or any other conduct of the Member. Member further agrees that in any such action brought against IYT or IMT by any third party, Member will reimburse and defend IYT or IMT and further agrees to pay any and all attorney's fees and costs incurred in the defence of those actions.

3. DELIVERY OF COURSES

a) Member will agree that the wishes and objectives of the IYT/IMT Training Board are carried out to the standards and requirements laid down (where applicable) by the Maritime and Coastguard Agency (MCA), the IYT/IMT ISO 9001 Quality Management System and any other Governments that authorise IYT/IMT to conduct maritime training courses.

b) Member will ensure that training received at the facility is in accordance with current IYT/IMT Programme standards and procedures as published in the IYT/IMT School, Instructor and Examiner Manual and other updates (and as may be amended from time to time).

c) The content and duration of course shall be as outlined by the IYT/IMT Programme.

d) The student-to-instructor ratio for all theory courses shall not exceed 20-to-1 in class, subject to appropriate room size. Where applicable the classroom shall have appropriate size tables for chartwork.

e) The student-to-instructor ratio for all Master of Yachts courses shall not exceed 5-to-1 onboard yachts except with the advance consent of IYT or IMT. For all other practical courses the student-to-instructor ratio shall be as agreed with IYT or IMT.

f) The Member agrees that IYT/IMT reserves the right to restrict/limit Member school from teaching courses from other training organisations unless the Member school obtains prior approval.

4. COURSE MATERIAL

a) All course notes and materials will be provided by IYT or IMT at cost (where applicable) to the Member and properly registered students. No unauthorized copies will be made of any notes or course materials. All practice charts, plotters, dividers, almanacs and other teaching materials are to be provided by the Member.

b) Member agrees to reflect any changes to the IYT/IMT course materials and other relevant information on its website as soon as practically possible but in any event not more than 30 days from notification of change.

5. EQUIPMENT & INSPECTIONS

a) All vessels used in teaching the courses shall be well found, regularly inspected and properly maintained.

b) Whether owned or chartered – all boats used by a school to run IYT practical courses must hold and comply with the small craft commercial licensing requirements of the flag state in whose waters the vessel operates.

c) Where applicable an approved IYT/IMT inspector will inspect the training facilities of the Member on behalf of IYT/IMT and any Governments where required and will meet with the instructors and examiners who will be undertaking training on behalf of IYT/IMT. Training vessels, will also be inspected on behalf of IYT/IMT for schools that are conducting “on the water” training. The Member must adhere to IYT/IMT safety standards and requirements as laid down by the current Schools, Instructors and Examiners Manual.

6. INSTRUCTORS

a) Member agrees that instructors engaged in the Programme courses will hold the appropriate IYT or IMT qualifications and Instructor certificates.

b) Instructors must always exercise the proper duty of care, recognizing that students may be inexperienced and may not be able to make a sound assessment of the risks of boating. Instructors must require the use of such safety gear as appropriate to the prevailing circumstances and as required by law. Instructors must meet the Programme requirements for Instructor Certificate/s and complete the appropriate IYT training courses and be re-validated every five years with instructor status renewal every year.

7. TESTING AND EXAMINATIONS

a) Member agrees to support the educational concepts of the IYT/IMT Programme and will ensure that IYT and IMT Training Certificates of Competency and Module Seals are requested only for students trained by approved IYT/IMT instructors at approved schools and that that successfully met the passing requirements for the relevant course.

- b) Member agrees that instructors may only teach courses for which they and the school have been approved.
- c) For recreational courses up to and including Yachtmaster Offshore and including International Certificates of Competence (ICC) where applicable, The Principal, Senior Instructor or other nominated Instructor of the Member School shall have the authority to conduct all examinations.
- d) For the Master of Yachts Coastal /Mate 200 Ton and Master of Yachts 200gt Limited and Unlimited Certificates of Competency, examiners appointed by IYT will conduct all examinations. Examiners fees and expenses for these courses will ordinarily be paid by IYT/IMT. However, this arrangement may be changed where special circumstances apply or in the case of low student numbers.
- e) For all courses the examiner's decision is to be respected. However, schools may ask for decisions to be reviewed by IYT/IMT if they feel that they are unfair. The results of such reviews be final and binding on all parties.

8. STUDENT AND OTHER INFORMATION

- a) Member agrees to provide training under the IYT/IMT Programme with accurate student/participant information, and also to supply any additional information that IYT/IMT may request. IYT/IMT may use the student information for research, statistical and marketing purposes.

9. FINANCIAL CONSIDERATIONS

- a) Where applicable the Member agrees to pay fees for annual membership dues, certificates and audit and inspection fees.
- b) Please contact IYT/IMT for the membership fees relating to the courses you wish to offer.
- c) The Member agrees to purchase from IYT/IMT the required Training materials, log books, certificates etc. (where applicable).
- d) Member understands and agrees that financial irresponsibility in dealings with IYT/IMT or students is grounds for membership suspension or revocation.

10. PUBLICITY AND ADVERTISING AND USE OF LOGOS

- a) Member agrees to display the IYT logo or IMT Logo (where applicable) prominently on:

- the member's website homepage when the member's main revenue stream is from training as well as other relevant web pages.
- The member's training webpage when the member offers training as an additional revenue stream as well as other relevant web pages.

Member also agrees to display the IYT or IMT logo (where applicable) on all other advertising and promotional materials.

b) Member agrees to link their website to that of IYT/IMT.

c) IYT/IMT authorizes the Member to use the IYT/IMT name and logo, to advertise and promote IYT/IMT courses and to issue press releases relating to IYT/IMT courses. At its absolute discretion IYT/IMT reserves the right to require the removal of such items if they are deemed by IYT/IMT to be inappropriate or damaging IYT/IMT.

d) Member agrees to reflect any changes to the IYT/IMT names, logo, and other relevant information on its website as soon as practically possible but in any event not more than 30 days from notification of change.

e) Member agrees that advertising and publicity materials issued by the Member will only refer to the IYT or IMT Programme when describing courses approved by IYT or IMT. In addition, Member agrees not to represent itself or its employees, shareholders or owners in any manner as legal representative or agent of IYT or IMT, and agrees not to enter any agreement on behalf of IYT or IMT. Members may use approved IYT or IMT marks. All printed and electronic advertising and promotional material, which includes all forms of media releases, newspaper and periodical advertisements, handbills and signs may be required to be approved by IYT or IMT prior to release (where applicable). Failure to obtain IYT's or IMT's consent (where applicable), is an infringement of IYT's and IMT's rights and could constitute a material breach of this Agreement.

f) Member agrees, if approved to offer any MCA recognized IYT course, to abide by the rules set forth by the MCA. These rules are subject to change therefore, intentionally not included in the IYT/IMT Licensing Agreement. They will be provided to schools who are approved to use the MCA logo for advertising/promotion purposes. Any use of the MCA logo by member not approved for its use will face serious consequences including membership suspension.

11. CHANGE OF OWNERSHIP OR SENIOR INSTRUCTOR

a) If the owner and/or senior instructor of Member as listed changes, IYT/IMT is to be informed in writing immediately and the new personnel must be approved by IYT or IMT at its absolute discretion. This Agreement shall terminate upon the sale of the Member's business (or the

transfer of more than 50% of the stock or similar interest in the Member entity) except with the advance written consent of IYT or IMT.

12. CONFIDENTIAL INFORMATION

a) Member acknowledges that it, its agents, employees and/or representatives will be given and will have access to certain of IYT's or IMT's proprietary information, which may include information regarding IYT's or IMT's business practice, manner of operation, plans, processes, trade secrets, customer and client lists and information, course and training information and materials, and other information not generally known and which IYT/IMT seeks to maintain secret. Member, its officers, agents, directors, representatives, and/or employees shall not at any time or in any manner, directly or indirectly use, disclose, or disseminate any confidential information as referenced herein to any other person or entity, except as specifically authorized by IYT or IMT through this Application and the License Agreement. This provision shall survive and continue after the termination of this Application.

13. TERMINATION

a) IYT and IMT reserves the right to terminate this License Agreement and withdraw membership status for non-compliance with any of the clauses of the School Application, Schools, Instructors and Examiners Manual or this License Agreement or for breach of the spirit of the School Application, Schools, Instructors and Examiners Manual or the License Agreement, or any other reason. Either party may terminate the License Agreement at any time for any reason by giving 30 days advance notice in writing.

14. TERM

a) The term of this Agreement is for one year from the date of signature or acceptance and may be updated on an annual basis to include or delete any changes that may need to be made by mutual agreement between IYT/IMT and the Member.

b) Although membership is only valid for one year at a time, membership will automatically be renewed, and will continue to be renewed annually as long as the schools membership is fully paid up and remains in good standing with IYT/IMT regarding the conducting of all IYT/IMT courses, and proper compliance with all the terms and conditions contained herein and as altered from time to time

15. COMPLIANCE WITH RELEVANT LOCAL REGULATORY REQUIREMENTS

- a) Member certifies that all necessary vocational licenses required by national, state and local governments in which the Member's business is located will be maintained and Member will not conduct IYT/IMT Training or become a member of the IYT/IMT Training Programme if Member's licensing is not current.
- b) Member agrees to comply with all applicable statutory laws, rules, and regulations.

16. ACKNOWLEDGMENTS

- a) Member acknowledges that member has read this Application, the License Agreement, and the IYT/IMT Programme membership requirements, and verify that all such requirements will be met, and that all information provided herein is true and correct. Member hereby consents and agrees to the terms and conditions in their entirety and is familiar with all of the prerequisites and the requirements for membership in the IYT/IMT Training Programme and is currently meeting all such requirements. Member understands that any misrepresentation in the application or information supplied to IYT/IMT could result in immediate termination of membership in the IYT or IMT Programme.

3. QUALITY MANAGEMENT

3.1 CANADIAN GENERAL STANDARDS BOARD (CGSB) ISO 9001:2008

IYT Worldwide has been certified through Canadian General Standards Board (CGSB) as complying with the Quality Management System Standards to ISO 9001:2008 Certification. This independent quality approval recognises IYT Worldwide's commitment to the provision of the highest quality yacht training courses offered only by the best yacht training providers throughout the world.

The company has developed and will maintain a Training Quality Management System which covers all its activities. The objective of the Training Quality Management System is to ensure that all the training services provided will meet or exceed the requirements specified by its member schools, their participants and certifying bodies including the MCA and other governing bodies.

To comply with the commitment to the highest standards of service and training, the procedures are required to be understood and followed by all partner schools, instructors and examiners.

An inspection may be required to monitor that standards are maintained by each partner school. This is as follows:

- Initial and periodic inspection by IYT Worldwide representative
- Inspection to include "Facility Inspection Report" and "Training Vessel Inspection Report".

A company representative may interview potential instructors and will review the resume/CV of principal and senior instructors and resume/CVs of all instructors who will be teaching the IYT Worldwide courses.

The partner school agrees to provide course instruction and course materials as required by IYT Worldwide and will ensure that training received at the facility is in accordance with current course standards and procedures as published in this school manual and other updates (and as may be amended from time to time).

Course Materials:

- All course notes and required materials will be provided by IYT Worldwide to the school for distribution to the students.
- No unauthorised copies may be made of any notes or course materials. Additional course materials such as charts, flip cards, plotters, dividers etc., should be ordered by the partner school from vendors of their choice.
- Sufficient practice charts, plotters, dividers, almanacs and other teaching materials are to be provided to candidates by the partner school.

3.2 STUDENT APPEALS PROCEDURE

In the event that a candidate considers a result does not fairly represent his/her performance then the candidate should write to the school principal with a copy to be sent to IYT Worldwide. Thereafter:

- a) The school principal shall investigate the circumstances and reply to the candidate in writing outlining the reasons for the school's determination with a copy to be sent to IYT Worldwide.

- b) If the candidate still remains dissatisfied with the ruling, he/she may appeal in writing on an appeals form with copies of all prior letters to IYT Worldwide.
- c) IYT Worldwide will consider all the circumstances and inform the parties in writing of the outcome. The result will be final and binding on all parties.

3.3 MANAGEMENT POLICY, OBJECTIVES & COMMITMENT TO QUALITY

A principal factor in successful performance is the incorporation of quality management into all training courses and services. It is the policy of the company to always attain or exceed the standards required by its partner schools and certifying bodies. This can only be achieved by the establishment and maintenance of a quality system that encompasses all personnel, courses, facilities and activities. The Training Quality Management System has been approved for implementation. The Quality Management Policy is to ensure that:

- d) it is appropriate to the purpose of IYT Worldwide training programmes
- e) it will comply with the requirements of and endeavor to continually improve the management system
- f) it will establish and review quality objectives
- g) it will be communicated to and understood by all IYT Worldwide personnel
- h) it will be reviewed for continuing suitability

IYT Worldwide management will ensure that quality objectives are established and measurable using, but not limited to:

- a) course reviews/nonconformity forms
- b) audits/inspections of partner schools

IYT Worldwide management will ensure the system identifies the appropriate processes, proper control and interaction of the processes and that any modifications made will maintain the integrity of the system.

4. INSTRUCTOR & EXAMINER REQUIREMENTS

4.1 GENERAL

IYT Worldwide is committed to ensuring that its students are taught by instructors of the highest quality and are subsequently tested by examiners with impeccable credentials. This is the best way of maintaining the reputation for quality of the IYT Worldwide certification process and is in the best interests of students, partner schools and IYT Worldwide.

- To become an IYT Worldwide instructor at any level:
 1. The 'Instructor Application Form' must be completed, following instructions regarding additional documents and information to be submitted. You will find a link to this application form on our website, www.iytworld.com,
 2. The application and documents will be reviewed and the candidate will be notified regarding the approval of the applicant.
 3. If approved they will be notified of the level they are approved to instruct.
 4. Approved instructors may be asked to undertake an IYT Worldwide Instructor Training course.
 5. If disapproved they will be notified of the reason.
 6. When approved, instructor certificates will be generated and the instructor will be qualified to instruct IYT Worldwide courses at that level with any IYT Worldwide partner school.
 7. Each school will have a list of approved instructors. Instructors will be 'attached' to particular schools. We require notification by the school and instructor of plans to instruct in other IYT Worldwide facilities. We request this so that we may add them to the 'approved instructor list' for that school.
- All instructors engaged in the programme courses shall hold the appropriate qualifications and endorsements.
- Instructor's qualifications and experience will be evaluated based on specific guidelines per certification level and IYT Instructor training may be required if deemed appropriate.
- All instructors are expected to act as 'assessor' while instructing. They are expected to assess and grade both theory and practical exams.
- Master of Yachts (MOY) Examiners:
 - Are independent and will be appointed, employed and paid by IYT Worldwide.
 - Role is to act as examiner for the MOY Programme and to help monitor standards of training on behalf of IYT Worldwide for the partner schools within their region.

If a school has any comments or complaints concerning the examiners or instructors at any time, a formal written statement should be sent to IYT Worldwide.

IYT Worldwide instructor training schools will be limited and approved by IYT Worldwide.

4.2 ORIENTATION

Instructor/examiners may have to go through an orientation process. This consists of review of course objectives and outline of syllabus and teaching plan with an IYT Worldwide representative.

Instructors must always exercise the proper duty of care, recognizing that students may be inexperienced and may not be able to make a sound assessment of the risks of boating. Instructors must require the use of such safety gear as appropriate to the prevailing circumstances and as required by law.

4.3 INSTRUCTOR CERTIFICATIONS

The following section sets out the pre-requisites for the granting of instructor certificates.

As a general rule instructors may also act as examiners for the courses that they have taught. However, this does not apply to the recreational Yachtmaster programme or the professional Master of Yachts programme.

- For **Yachtmaster Recreational Certificates** – the examiner may be an instructor for the school or another school as long as they are approved by IYT as Yachtmaster Recreational Instructor at same level they are examining.
- For **Master of Yachts Certificates** – the examiner must be independent of the school and hold an IYT Master of Yachts Examiner Certificate at the same level they are examining.

Please note that International Bareboat Skipper Instructor certification is the level of certification required to instruct International Crew and International Watchkeeper/Flotilla Skipper.

4.3.1 INTERNATIONAL BAREBOAT SKIPPER INSTRUCTOR/EXAMINER

- a) Please see <https://www.iytworld.com/instructors/recreational-training/get-certified/>
- b) International Bareboat Skipper Instructors must renew or revalidate certificate every 5 years.

4.3.2 SMALL POWERBOAT AND RIB MASTER INSTRUCTOR/EXAMINER

- a) Please see <https://www.iytworld.com/instructors/recreational-training/get-certified/>
- b) Small Powerboat and RIB Master Instructors must renew or revalidate certificate every 5 years.

4.3.3 SUPERYACHT DECK CREW INSTRUCTOR/EXAMINER

- a) Please see <https://www.iytworld.com/instructors/superyacht-training/get-certified/>
- b) Superyacht Deck Crew Instructors must renew or revalidate certificate every 5 years.

4.3.4 SUPERYACHT INTERIOR CREW (HOSPITALITY) COURSE INSTRUCTOR/EXAMINER

- a) Please see <https://www.iytworld.com/instructors/superyacht-training/get-certified/>
- b) Superyacht Interior Crew (Hospitality) Instructors must renew or revalidate every 5 years.

4.3.5 MASTER OF YACHTS

4.3.5.1 MOY MATE/COASTAL INSTRUCTOR

- a) Please see <https://www.iytworld.com/instructors/superyacht-training/get-certified/>
- b) MOY Mate 200 Ton/Coastal instructors and examiners must renew or revalidate certificate every 5 years.

4.3.5.2 MOY LIMITED INSTRUCTOR

- a) Please see <https://www.iytworld.com/instructors/superyacht-training/get-certified/>
- b) MOY Limited instructors and examiners must renew or revalidate certificate every 5 years.

4.3.5.3 MOY UNLIMITED INSTRUCTOR

- a) Please see <https://www.iytworld.com/instructors/superyacht-training/get-certified/>
- b) MOY Unlimited instructors and examiners must renew or revalidate certificate every 5 years.

4.3.6 STCW INSTRUCTOR

- a) Please see <https://www.iytworld.com/instructors/superyacht-training/get-certified/>
- b) STCW instructor/examiners must renew or revalidate certificate every 5 years.

4.3.7 MOY **EXAMINER** REQUIREMENTS & NOTES

- a) STCW (does not have to be in date as may be retired etc not working commercially):
- b) At minimum same level of certification as applying to examine – preferably higher:
- c) Seatime
 - i) For MOY Coastal/Mate: must have held a MOY Coastal/Mate or equivalent certificate for 1 year while in command of vessels up to 24 meters in length
 - a) Must have experience on the type of vessel they are being approved to examine for.
 - ii) For MOY Limited: must have held a MOY Limited or equivalent certificate for 3 years while in command of vessels up to 200gt
 - a) Must have experience on the type of vessel they are being approved to examine for.
- d) Medical fitness examination recommended but not mandatory as examinations take place usually within 10 nm offshore
- e) All appointments are subject to approval by IYT
- f) Examiners must:
 - i) always exercise the proper duty of care, recognizing that students may be inexperienced and may not be able to make a sound assessment of the risks of boating.
 - ii) require the use of such safety gear as appropriate to the current circumstances and as required by the relevant national and local requirements/code.
 - iii) Potential examiners should be physically active, mature and motivated.

5. CONDUCT OF COURSES & EXAMINATIONS AND CANDIDATE ENTRY REQUIREMENTS

This section outlines broad guidelines to the way that courses should be conducted and examined. It should be read in conjunction with the appropriate course information (independent of this manual), each of which is made up of the:

- Course framework (includes syllabus, depth of knowledge, teaching outline, lesson plans and exam policy)
- Course notes and materials
- Practice exercises
- Exams, tests and assessments
- Practical competencies

5.1 CANDIDATE ENTRY REQUIREMENTS AND COURSE CONDUCT

For All IYT Course the following applies:

- a) The syllabus MUST be covered and the candidates assessed to the “Depth of Knowledge” outlined in the course framework.
- b) Instructors must be appropriately qualified to IYT Worldwide requirements.
- c) Teaching facilities and equipment must be approved by IYT Worldwide
- d) Practical courses should be run according to the drafted competencies for each module and signed off as each candidate successfully completes each task
- e) For details on each course the school must refer to the Course Framework provided for individual courses.

5.1.1 INTERNATIONAL BOATING & SAILING PASSPORT MODULES 1 – 30

- a) These courses consist of:
 - i) Introduction to Yachting
 - ii) International Crew
 - iii) VHF Radio Operator/Marine Communications
 - iv) International Watchkeeper/Flotilla Skipper
 - v) International Bareboat Skipper
 - vi) Yachtmaster Coastal
 - vii) Yachtmaster Offshore
 - viii) Yachtmaster Ocean
- b) The school may be flexible in the way and order that the material is delivered
- c) These modules should be taught using the IYT Worldwide published course notes and “International Boating & Sailing Passport” as the teaching framework/plan.
- d) The principal and senior instructor of the school has the authority to sign the candidates “International Boating & Sailing Passport” Training Development Book module completion section
- e) A power endorsement CANNOT be issued for a practical course conducted on a sailboat.
- f) A sail endorsement CANNOT be issued for a practical course conducted on a powerboat.

5.1.2 SMALL POWERBOAT AND RIB MASTER, SUPERYACHT DECK CREW, PROFESSIONAL SUPERYACHT HOSPITALITY (INTERIOR CREW) AND PERSONAL WATERCRAFT OPERATIONS

- a) The school may be flexible in the way and order that the material is delivered
- b) These modules should be taught using the IYT Worldwide published course notes, frameworks, syllabus and lesson plans for each course.
- c) Refer to Course Frameworks for necessary details

5.1.3 STCW '95 BASIC SAFETY TRAINING

- a) These modules should be taught using the IYT Worldwide published course PowerPoint.
- b) The school should follow the lesson plans for the way in which the material is to be delivered.
- c) Additional materials such as notes and reference materials may be added by the partner school.
- d) The published syllabus MUST be covered and the candidates assessed to the "Depth of Knowledge" outlined in the course information.
- e) The practical courses should be run according to the drafted competencies for each module and signed off as each candidate successfully completes each task.
- f) Refer to Course Frameworks for necessary details

5.1.4 MASTER OF YACHTS ENTRY REQUIREMENT – ALL LEVELS

Please refer to the website course description page or course framework/syllabus for the minimum entry requirements.

Critical Information – Please do not disregard this information

The MCA are no longer allowing Deckhands, Officers of the Watch, Mates or Masters who have color blindness to hold MCA certification. In the past, those who were diagnosed with color blindness were issued certificates with the endorsement "no solo watch" or "dual watch only".

Because the IYT/MCA Master of Yachts certificates are commercial in nature, IYT will be complying with the same MCA requirements and will be unable to issue any commercial certificates to those who have color blindness. It is imperative that students undertake a color blindness test BEFORE they enroll in any IYT/MCA commercial courses as we will not be able to certify them.

Also, it is important to note that a 'lantern test' for color blindness is no longer accepted. The test must be an Ishihara or CAD test.

Those who already hold IYT/MCA commercial certificates with a color blindness endorsement "no solo watch" will be able to renew with the same endorsement".

5.1.5 MASTER OF YACHTS COASTAL/MATE 200 TON

- a) This course should be taught using the IYT Worldwide published course notes, frameworks, syllabus and lesson plans.
- b) The school can be flexible in the way and order the material is delivered.
- c) The syllabus MUST be covered and the candidates assessed to the “Depth of Knowledge” outlined in the course information.
- d) Refer to Course Framework for necessary details

5.1.6 MASTER OF YACHTS LIMITED

The MOY Limited Programme is an extensive course designed to provide the highest standards of maritime education for the professional mariner. It is an intensive course designed for experienced crew with sufficient on the water experience. This programme is not for beginners.

- a) This course should be taught using the IYT Worldwide published course notes, frameworks, syllabus and lesson plans.
- b) The school can be flexible in the way and order the practical portion of the course is delivered.
- c) The syllabus MUST be covered and the candidates assessed to the “Depth of Knowledge” outlined in the course information.
- d) Refer to Course Framework for necessary details

5.1.7 MASTER OF YACHTS UNLIMITED

The candidate must have successfully completed the MOY Limited Theory and Practical prior to sitting this course.

We will also accept the following qualifications for entry into the IYT MOY Unlimited course:

- MCA OOW Certificate
- MCA stamped Notice of Eligibility (NOE)
- MCA Master (Code Vessel) <200GT
- Marshall Islands Master (STCW II/3) <350GT / Chief Mate (STCW II/3 <500GT

The MOY Unlimited Certification Programme is an extensive course designed to provide the highest standards of maritime education for the professional mariner. It is an intensive course designed for experienced crew with sufficient on the water experience.

- a) This course should be taught using the IYT Worldwide published course notes, frameworks, syllabus and lesson plans.
- b) The syllabus MUST be covered and the candidates assessed to the “Depth of Knowledge” outlined in the course information.
- c) Refer to Course Framework for necessary details

5.2 CONDUCT OF COURSES – GENERAL REQUIREMENTS

5.2.1 THEORY COURSES - GENERAL

Instructors should make every effort to cover the syllabus for each theory module at a rate that suits the quick learners as well as those who require more time to absorb the information. Sometimes it is necessary to allow additional time for a course or even point out that a particular candidate should perhaps retake a lower level course if that candidate is struggling with the material.

There should be an overall teaching plan to make sure that the course covers the appropriate syllabus. However, be flexible as candidates will have varying abilities.

A thorough knowledge of the subject and considerable course preparation is required by the instructor.

5.2.2 PRACTICAL COURSES - GENERAL

Instructors must always remember that they are responsible for their candidates and are in a training environment.

It should be remembered that the candidates are likely to be somewhat inexperienced, and their assessment of any situation may not be based on sound judgment.

Always err on the side of caution, and reinforce adherence to strict safety guidelines. For example, the requirement for candidates to wear safety harnesses or lifejackets when the conditions or circumstances make it sensible for them to comply.

Instructors must always exercise the proper duty of care to their students, (recognising that their students may be inexperienced and may not be able to make a sound assessment of the risks of boating), all other water users and to the environment.

Instructors must require the use of such safety gear as appropriate to the current circumstances and as required by the relevant national and local requirements/codes.

5.2.2.1 ORIENTATION OF THE CREW / STUDENTS

- a) For the instructor, the first requirement of the practical, when arriving onboard is to orient the crew and give an outline briefing to include the course objectives.
- b) Safety of the crew and vessel is tantamount at all times. Obviously all regulations, national and international must be obeyed at all times. The crew must consider oil, black and grey water & garbage management on board.
- c) No plastics or oil may be dumped at sea at any time
- d) All vessels must comply with the collision regulations (COLREGS) at all times.
- e) All vessels have an obligation to safely render assistance to all vessels in distress
- f) Each vessel must have a designated captain.
- g) The captain is responsible for the vessel at all times, even when asleep or down below

- h) The crew members are required to follow all reasonable orders
- i) All medical conditions and any prescription drugs being used must be confidentially disclosed to the instructor so assistance can be provided in the event of an emergency.
- j) Instructors must always know if any candidates are non-swimmers and should require them to wear life jackets at all times when on deck or in a dinghy.

5.2.2.2 ALL PRACTICAL COURSES - BASIC TASKS

A) ASSIGN CREW QUARTERS AND ARRANGE STOWAGE

- a) Assign cabins and space for personal gear

B) PROVISIONS

- a) Plan for 3 meals per person per day x the number of days of voyage
- b) Consider dietary and medication requirements
- c) Fresh food spoils quickly so 50% of food should be able to be eaten cold in case of fridge and/or cooler loss/break down.
- d) Use fresh water and propane sparingly
- e) Candidates on medications should have surplus in case of break down.

C) BOAT SPECS

- a) Prepare vessel specification sheet – fuel capacity & burn rate, water capacity, holding tanks, clearance, draft, beam, engine & sails.

D) SAFETY

- a) Prepare a plan showing locations of:
 - b) Through-hulls,
 - c) bilge pumps
 - d) liferaft
 - e) PFD's (personal flotation devices)
 - f) Harnesses
 - g) jack-lines
 - h) MOB (man overboard) gear, throw rope
 - i) fire extinguishers, bell, horn, flares, whistles, lights, EPIRB, handheld VHF, day shapes, etc.
 - j) bungs (plugs)
 - k) ground tackle
 - l) manual pumps
 - m) repair items
 - n) propane system

E) ENGINE

- a) Maintenance, filters, daily checks, bleeding of fuel system, fresh water & raw water exchangers, water heater

F) ELECTRICS

- a) Review entire panel, water heater, VHF, GPS, depth & speed, refrigerator.

G) SAILING GEAR

- a) Winches, winch handles, chocks, fairleads, halyards, sheets, traveler, review running and standing rigging.

H) EMERGENCY/ JURY RIGS

- a) Halyards for stays, use of raw water pump as a bilge pump, emergency steering handle and use of lines, buckets and warps to aid steering

I) END OF VOYAGE DUTIES

- a) Boat clean instructions
- b) Boat clean check list

5.2.3 MASTER OF YACHTS COASTAL/MATE 200 TON AND LIMITED

The Master of Yachts Coastal/Mate and Limited courses are designed to train and examine individuals who have reached a level of competency and want to be skippers/captains. There is a presumed amount of prior knowledge and skills already in place and part of the learning process is for the candidate to DO rather than being TOLD. It is important that the safety briefings are carried out by the candidates themselves to see what they know and see the effectiveness of their interaction with their crew. It is therefore necessary for the instructor/examiner to make sure that ONLY the general rules on safety are spelled out and that the emphasis is placed on the candidates to locate all the safety equipment, carry out all vessel and systems checks etc., as part of their training. The briefing can be broken down into sections allowing each candidate to take part.

The purpose of the practical course is to fine tune the candidate's skills as the skipper of the vessel. All the simulation drills are to be delivered in such a way as to give them the opportunity to work through various appropriate situations and gain the knowledge, confidence and the ability to respond to future possible real emergencies correctly.

At all times during the course, one person will be designated captain. The instructor must act as an observer and carry out a formal debriefing at the end of the training period.

The instructors' duty is to teach, guide and encourage, and the instructor should NOT handle the vessel, except in emergencies.

The instructor will carry out a continuing assessment process on each candidate during the practical and should complete the **Practical Instructor Assessment Form**, for MOY Coastal/Mate or Limited. This completed form is then passed to the examiner who will see what progress the candidate has made. The examiner should submit this instructor assessment form and the exam assessment form to the school for inclusion in the candidate's file.

5.2.3.1 SCHOOLS RESPONSIBILITIES DURING THE COURSE

- a) During the course and prior to the practical examination, the school is expected to provide continuing assessment and to brief the examiner before the exam. (See above) It is also up to the school and the course instructors to monitor candidates who may not be up to the appropriate standard and level of competence to successfully complete the final examination.
- b) In the event that a candidate is not likely to achieve the appropriate standard, interim discussions should take place individually with the candidate, explaining that they may not be ready at this time for this particular level. The candidate may agree to continue for the experience. The individual should be encouraged and still obtain a positive outcome. This school's responsibility is important to save disappointment and also to reduce excessive time used by the examiner on a candidate who is not ready.

5.2.3.2 WEATHER CONSIDERATIONS

- a) The examination must take place over the recommended time, and in the event that it is impossible to go to sea an alternative time will need to be arranged. This is true for light airs and for times when it is imprudent or unsafe to go to sea. A candidate at this level is expected to cope with all conditions and should a candidate elect not to go out when it is safe to do so, it will constitute a fail.

5.2.3.3 POWER VESSEL

- a) The examination will be conducted on a twin screw power driven yacht capable of making a coastal passage of at least 100 nautical miles without re-fuelling.

5.2.3.4 SAILING VESSEL

- a) The examination will be conducted on a sailing yacht, with auxiliary engine, capable of making a coastal passage of at least 100 nautical miles.

5.2.3.5 MINIMUM AND MAXIMUM CANDIDATE NUMBERS

- a) The examination should have a minimum of 3 candidates to be examined (or extra hands to act as crew) and a maximum of 6.

5.2.3.6 SCOPE AND CONTENT OF THE EXAMINATION

- a) Using either the MOY Coastal/Mate 200 Ton or the MOY Limited Practical Skills Exam Form, the examination must be conducted applying the appropriate syllabus and the appropriate candidate

achievement standards/depth of knowledge to test and measure the knowledge, skills and awareness for each candidate.

- b) The examiner should test each candidate on boat handling skills, depth of knowledge and overall awareness. It is a **command ability assessment** and each candidate must demonstrate the maturity and responsibility of a potential Captain.
- c) The scope of the examination is to be taken from the whole syllabus. Testing will include completing tasks delegated by the examiner and completing an oral exam. The oral exam will be conducted during the course of the examination. However, it is important to complete all of the tasks and exercises required on the water, so additional oral examination may occur once the boat has been returned to her berth and after the cleanup.

5.2.3.7 EXAMINATION CONSIDERATIONS

- a) During the exam, each candidate is to be assessed whilst in complete charge of the vessel and crew. The examiner should brief the candidate in private on the conduct of the examination. It is then up to the candidate to brief the crew. The examiner should stress that the candidate is the skipper and therefore totally responsible for the safe navigation of the yacht and that the examiner is merely there to observe and report to IYT Worldwide. In the event that the examiner has to take control of the vessel because of inappropriate or dangerous vessel handling or the candidate giving up command, this will constitute a failure.
- b) The examiner should warn the crew not to take the initiative in an attempt to correct the skipper's mistakes due to lack of skill or awareness. Any such attempt will harm rather than help the candidate.
- c) The candidate should be given a series of tasks to perform, one of which must be a passage of sufficient length and complexity to assess the skipper's skill and awareness. For Limited candidates, part of the passage must be performed at night.
- d) The candidates will all need to show that they can:
 - i) Prepare a vessel for sea
 - ii) Complete a pilotage plan and passage plan
 - iii) Carry out appropriate navigation and chartwork, including navigating visually.
 - iv) Interpretation of weather forecasts, and general meteorology
 - v) Interpret the COLREGS and apply them correctly at all times during the examination
- e) The candidate should be assessed on his/her skill in handling the vessel in close quarters, entering/leaving port and in open waters. With MOB exercises the examiner should explain whether the engine can be used or not. Also general seamanship and deck work should be assessed.
- f) The candidate should be assessed on his/her skill in handling emergency situations such as MOB, engine failure, fire and damage control, and abandoning ship etc. These tasks must not place the yacht or crew in any real danger.
- g) It is essential to put the candidate at ease. Once a task has been allocated and the candidate understands what is required, let them proceed without interruption.

5.2.3.8 DURATION OF EXAMINATION

- a) One day, maximum 6 candidates

5.2.3.9 PASS OR FAIL

- a) The decision whether a candidate has passed or failed must take into account the overall performance. All candidates' strengths and weaknesses must be considered and balanced in making the decision to pass or fail someone. However, there are certain areas that carry far more weight in the decision process such as:
 - i) blatant unsafe practices
 - ii) Poor understanding of the COLREGS.
 - iii) irresponsible or immature behavior
 - iv) an abusive, bullying or complaining attitude
 - v) the examiner having to take control of the vessel
- b) The candidate must adequately demonstrate command ability to pass the examination. The overriding measure is safety and responsibility; the examiner must be confident that the candidate is safe to command the vessel on his/her own without danger to anyone else on board or to other water users.
- c) The candidate should be informed, in private, whether he has passed or failed at the end of the examination and be given the benefit of a thorough debrief.
- d) The candidate may be re-examined on a particular aspect at the examiner's discretion in the event of a partial failure.
- e) In deciding whether to pass or fail a candidate the examiner must consider the overall ability of the candidate. The 'score sheet' is designed to reach that decision and provide a back up to the debriefing. It should not be used to add up marks on a pass or fail basis.

5.2.4 CONDUCT OF THE PRACTICAL COURSE – EXAMINERS

The examiner should outline the aims and objectives of the examination prior to commencing as below:

- a) it is a test of knowledge, skills and awareness
- b) it is a command ability assessment in particular
- c) The focus is to put candidates in command situations within the context of the syllabus.
- d) Explain that at various times during the practical each candidate will be nominated captain and that person will be responsible for the command of the vessel, allocating all tasks, including domestic duties, and making sure they carried out satisfactorily.
- e) The time each candidate is nominated as captain may be in any length/s decided by the examiner and will depend on the conditions, numbers of candidates, etc.
- f) Every candidate should be captain at least once for all the practical tasks covered in the practical module. The other candidates will be given tasks and exercises to carry out and execute by both the examiner and nominated captain.
- g) Ask questions clearly and be prepared to explain if there appears to be any misunderstanding.

5.3 EXAMINATIONS

5.3.1 INTERNATIONAL BOATING & SAILING PASSPORT MODULES 1 – 30, SMALL POWERBOAT AND RIB MASTER, SUPERYACHT DECK CREW, PROFESSIONAL

SUPERYACHT HOSPITALITY (INTERIOR CREW) AND PERSONAL WATERCRAFT OPERATIONS

- a) The principal, senior instructor or other approved instructor of the partner school shall have the authority to conduct all theory and practical examinations. **(note that for Yachtmaster coastal, offshore and ocean the instructor may not examine the students they have taught.)**
- b) The examiners word is final. However, in the event of a disagreement the matter shall be referred to IYT Worldwide for a decision.

5.3.2 MASTER OF YACHTS

- a) The principal, senior instructor or other IYT Worldwide authorized instructor of the partner school shall have the authority to conduct the theory examinations for the Master of Yachts Mate/Coastal, Limited and Unlimited courses.
- b) The theory examinations shall be drawn from the bank of examinations and administered in accordance with the IYT Worldwide examination requirements.
- c) Partner schools are encouraged to submit to IYT Worldwide examinations with local content for use in their school
- d) Examiners appointed by IYT Worldwide will conduct all practical examinations for the Master of Yachts Mate/Coastal and Limited Certificates of Competency.
- e) Examiners give final assessment paperwork to the school which is to be included in the candidates' file and forwarded to IYT Worldwide headquarters for the candidate's certification.
- f) Examiners fees and expenses will be paid by IYT Worldwide unless otherwise agreed.
- g) The examiners word is final. However, in the event of a disagreement between the parties as to any examination, IYT Worldwide will hold an inquiry and the result will be final and binding on all parties.
- h) Candidates who fail a Master of Yachts theory exam will be allowed to resit a different exam after having had time to absorb the information necessary to pass the component they have failed.
 - i) School to upload all exams taken by a candidate, fail and pass exams
 - ii) Note to please see submission time limits in section 6.

5.3.3 INSTRUCTOR EXAMINATIONS

- a) Examiners appointed by IYT Worldwide will conduct all examinations for all instructor certificates.
- b) Examiners send final assessment paperwork to IYT Worldwide headquarters to be included in the instructor's file and for certification.
- c) Examiners fees and agreed expenses will be paid by IYT Worldwide or mutually agreed upon by the IYT Worldwide and the partner school.
- d) The examiners word is final. However, in the event of a disagreement between the parties as to any examination, IYT Worldwide will hold an inquiry and the result will be final and binding on all parties.

5.3.4 EXAM MARKING GUIDANCE NOTES – THEORY EXAMS

In the general interests of a marking framework IYT Worldwide has developed these guidance notes for marking exams for professional certification. They may of course be referred to for marking all exams for both recreational and professional courses.

We apologise if some comments appear obvious, however, resulting from a very thorough audit it is clear that schools mark exam papers differently, making it harder to follow when auditing the marks gained per question and total marks for an exam.

Written examinations are put in place to establish, whether a candidate has met the knowledge requirements for level of training undertaken, that the materials in the syllabus were fully covered by the training programme and instructor, and that the student has understood and absorbed this information. In the grading process of any exam, the assessor therefore has to look for an understanding of the subject matter by the student, and this can be somewhat subjective in certain types of examination format. This is where moderation or second marking comes into play as a check.

- a) For ease of moderating and reviewing all written exam papers, the exam should be marked/graded by the instructor in red pen. (For contrast). Candidates should be asked NOT to use red pen.
- b) All marks allowed should be indicated on answer script (with a brief reason if necessary).
- c) The actual mark applied to the question, or part of the question to be noted on the right side of the answer script in red pen so that the marks can be easily viewed and the totals added and subsequently checked.
- d) Each school should use a moderator (a second marker who is a competent instructor at the level being examined).
- e) Each school must moderate all exam papers that are + or - 5% of the pass mark required for the exam paper.
- f) Each school must remark/moderate about 10% of all papers, preferably before results are confirmed to candidates; moderation should not just be applied to borderline cases as above, but evenly to all exams.
- g) IYT Worldwide will also moderate papers received from schools on a random basis as part of the Quality process. Any papers found to be incorrectly marked MAY require that the candidate has to resit the exam in question.
- h) Each question on every exam paper will show the maximum amount of marks available for a full and complete answer, ie;
 - i) one that either is the correct answer as in the case of a multiple choice question
 - ii) or for a written answer, any / all key words or workings / drawings that shows the candidate has a sense or acceptable understanding of the subject;
 - iii) or a calculation which shows fully any calculations, or workings out.
- i) The aim is to give credit for knowledge demonstrated but that the answer might not comprise the exact wording on the answer key

For example

Q1. To whom do the COLREGS apply? (4)

A. To all vessels upon the high seas and all waters connected therewith navigable by seagoing vessels.

If the 4 underlined word/phrases are used then the question would be marked as 4 marks; but if the candidates wrote:

A. “Anything that floats on the oceans, rivers and lakes and other waters used by any vessels”,

The candidate has shown a sense and understanding and the answer is worth 3 marks.

- j) A maximum mark per question is shown on the answer key; and where there are sub questions the maximum mark is listed with the marks available for a full and complete answer of that sub question.

For multiple choice questions if the candidate has noted the correct response then the whole mark for that question/sub question should be awarded. If they have indicated the wrong answer then no marks should be awarded.

For an answer that is more subjective in style, requiring a written response or calculation in the candidates own words or using maths, then there should be marks awarded for the written work, based on the markers view of the level of understanding and/or in the case of a mathematical answer that the answer arrived at shows the correct workings and not just a good guess.

If a calculation requires an answer to show for example Lat and Long, with the position marked on a chart, then points must be deducted if the workings are correct but the position is wrong or wrongly plotted. Such an answer can only be graded to a maximum of 50% of the points available.

If points are deducted, then the total positive mark should be written in red pen on the right side of the answer script.

The moderator/second marker should input his/her view of the students mark alongside this initial mark.

- k) All courses should have some exams randomly submitted to a moderator/ second marker, who is qualified to teach at the level covered by the exam. This is especially valid as the moderator is likely to have had less involvement with a class and therefore may be more objective.
- Where possible the Class Instructor/Assessor should return the graded exams to the candidates and go through the questions as a form of review to allow each student to see where they went wrong. This also allows the opportunity for the marking to be checked by the student. The Instructor/Assessor may at this time be able to orally assess borderline candidates or those who express themselves poorly.
 - The marking key must be followed but professional judgement is to be made when allocating marks for the quality of information presented.
 - Marks should also be allowed/deducted for good/poor sketches.

General notes on marking

(For all answers **excluding multiple choice types** of questions)

- a) In order to help with the subjective part of marking there are 3 types of error to be considered, and each type will have an effect on the marks that can be awarded:-

- i) **Clerical error – (C)** where there is a basic written or arithmetical mistake = minor carelessness
 - ii) **Principal/Clerical error – (PC)** where a basic written or arithmetical mistake leads to a principal error
 - iii) **Principal Error – (P)** where the method or answer is wholly incorrect or inappropriate indicating a complete misunderstanding of the subject
- b) Marks should be deducted approximately as follows:
- i) C About 10% of the question value
 - ii) PC About 30% of the question value
 - iii) P About 100% of the question value
- c) For questions in parts, if the error is fundamental to the whole answer then the deduction should be to all parts of the question as a whole. If it is fundamental to a part only of the question then the deduction should be applied proportionately.
- d) If the error is C or PC and results in a nonsensical answer then treat as a P.
- e) For exam questions where the degree of precision required is high, for example tide height calculations or sight reductions where the use of tables needs to be precise, errors leading to a fairly inappropriate answer treat as PC
- f) If an answer consists of sequential steps, an error in one step should not affect the marks awarded for subsequent steps, treat as PC, unless the error is so fundamental that the answer is nonsensical, then it should be treated as P.
- g) Theory exams should be marked using the answer key (where available) BUT credit must be given where there is evidence that the candidate has demonstrated the knowledge and clear understanding of the principals involved.
- h) Credit should be given to sketches correctly labelled and clear that demonstrates the candidate's knowledge and understanding of the principles involved.

Cheating

Cheating includes any attempt by a candidate to answer examination questions using outside help to cover up a lack of knowledge or understanding. This includes but not limited to, copying another's work, verbally given help by another, using study materials and/or using cheat sheets, or notes written on body parts or leaving the exam room for a bathroom visit to review cheat sheets hidden in the bathroom.

Dealing with cheating

If the Instructor/Assessor discovers a candidate cheating in an exam, the candidate must be asked to leave the exam room immediately and surrender their paper. The instructor should make a note of the time of the offense and if possible retain the materials used to cheat.

The candidate will be allowed to resit a different exam at a later date by arrangement with the partner school where he/she originally sat the exam.

IYT Worldwide should be informed in the event that a paper has been terminated due to cheating, especially if that candidate expresses a desire to resit at another partner school.

6. ADMINISTRATION & CERTIFICATION PROCEDURES

6.1 SUMMARY AND OVERVIEW

This section explains how to register students on courses and how to order and issue certificates. It also includes an overview of the types of schools, courses and certificates issued by IYT Worldwide.

IYT Worldwide has two levels of schools; **recreational schools** and **professional schools**. Regardless of classification, schools can only teach courses for which they have been approved. This generally (but not always) means that recreational schools teach courses included in the “International Boating and Sailing Passport”, whereas professional schools can teach the full range of courses.

As part of its recreational sailing certification programme IYT Worldwide also offers an **International Boating and Sailing Passport** (“Passport”). This booklet consists of a range of modules from an “Introduction to Yachting & International Crew Certificate”, right up to the highest recreational level “Yachtmaster Ocean”. As students complete each module they receive sign-off and an IYT Worldwide embossed gold seal from the relevant school. The idea is that students can take the passport to take to any IYT Worldwide partner school to show progress to date and competency. There are some important distinctions to make about the different modules included in the Passport.

It is vital that both schools and students realize that the completed Passport Modules stamped and signed by the partner school are NOT valid certificates. Actual certificates must be ordered separately.

The partner school agrees to provide training under the programme with true and correct student/participant information, and additional information IYT Worldwide may request, including the student’s proper mailing address, email address, date of birth, current passport or national i.d. number and telephone number.

6.2 GENERAL NOTES

- a) The partner school will ensure that module seals are stamped/sealed only for people who have been trained by an authorised instructor.
- b) For “Introduction to Yachting” through “Yachtmaster Ocean” modules the principal and senior instructor of the partner school shall have the authority to sign the candidates’ “International to Boating and Sailing Passport” training development logbook module completion section and affix the gold seal.
- c) Partner schools shall respond to emails from IYT Worldwide as soon as possible. IYT agrees in return to do the same.

6.2.1 PHOTOS / IDENTIFICATION / STUDENT REGISTRATION

- a) All IYT Worldwide students must go to www.iytworld.com and register.
 - i) Go to www.iytworld.com / Login / Register / Create Student Profile
 - a) Must include passport style jpeg headshot photo
 - b) Must include government issued identification if for professional certification or International Certificate of Competency

- c) Must include mailing address and telephone number.
- d) Must include all other requested information
- ii) The system generates a "Student I.D.#"
- iii) Student to give this "Student I.D.#" to school as this is the number used to request certificates for that candidate.

6.2.2 COMPLETION AND DELIVERY OF CERTIFICATES

- a) All certificates are to be ordered online at www.iytworld.com. See the tutorials on the website for detailed instructions.
- b) Certificates will only be prepared after payment has been received.
- c) Payments are to be made online via credit card, paypal or you may pay via wire transfer if agreed with accounting. Speak to accounting for this arrangement.
- d) Delivery instructions are given to IYT when placing the order. You may choose airmail or courier and have delivered directly to the candidate or the school. If delivering separately to candidate, you must place separate orders with distinct delivery address.
- e) ***IYT Worldwide is not responsible for airmail shipments lost in mail.***
- f) **Please anticipate 4 weeks for delivery.** However, we are committed to the highest level of service and will make our best efforts to ship product orders soon after payment.

6.3 CERTIFICATION TYPES

Plastic credit card style certificates are standard for all certificates. The certificates have a unique serial number and include a headshot photo of the candidate, a QR code, the student i.d. # and a signature strip.

Certified candidates may purchase an additional green hard cove style certificate if they desire to by visiting our website. The application form is available on the site.

6.4 PARTNER SCHOOL ACCOUNT LEVELS

Category 1 – use English version of IYT course materials. Courses are taught and examined in English.

Category 2 – use translated version of IYT course materials. Courses are not taught or examined in English.

All Schools will be advised of which courses they are approved to teach when they join.

6.5 PARTNER SCHOOL RECORDS & RECORD KEEPING

- a) The school should maintain candidate records for:
 - i) 7 years for all professional Master of Yacht and STCW courses
 - ii) 5 years for all other courses
- b) Record keeping may be hard copy or digital provided back up is sufficient and no possible loss of data.

6.6 RULES FOR OPERATING COURSES

6.6.1 INTERNATIONAL CERTIFICATE OF COMPETENCY "ICC"

- a) Schools must be approved by IYT Worldwide to offer the ICC Certification/Course.
- b) ICC certificates are available to candidates who:
 - i) Meet eligibility based on resolution 40 ([see link](http://support.iytworld.com/general/changes-to-the-international-certificate-of-competency-icc-policy-based-on-resolution-40-and-notice-from-the-unece)) <http://support.iytworld.com/general/changes-to-the-international-certificate-of-competency-icc-policy-based-on-resolution-40-and-notice-from-the-unece>
- c) The principal, senior instructor or other IYT Worldwide authorised instructor of the school has the authority to conduct an ICC Course and examination.
- d) If the candidates require Inland Waterways Endorsement, a CEVNI Exam must be undertaken. These are available to schools approved to teach/offer the ICC.

6.6.2 MASTER OF YACHTS COASTAL/MATE 200 TONS

6.6.2.1 MOY COASTAL/MATE POWER/SAIL ENDORSEMENTS

- a) A power endorsement CANNOT be issued for a practical exam conducted on a sailboat.
- b) Sail/Power candidates need to be informed that the sailboat exam only gives them a sail endorsement and vice versa.
- c) To pass both power and sail examinations a candidate must:
 - i) Complete 2 different practical assessments, one on a power vessel and one on a sail vessel. Thus there will need to be 2 exam days and 2 exam fees.
 - ii) A power assessment must be done on a power vessel and not in a sail boat with auxiliary power as this does not qualify as a power exam.
 - iii) A sail assessment must be carried out on a sailboat fully equipped for sailing.
 - iv) Sailing catamarans with twin screw can be used for both power and sail exams.

6.6.2.2 MOY COASTAL/MATE SEATIME

- a) Seatime should be on an **original** form signed by owners/captains, with candidate's name on each sheet.
- b) IYT Worldwide will only accept copies of seatime if sighted and signed by the school principal or administration.
- c) To obtain a sail endorsement, a candidate must prove the seatime requirements for sailing vessels. IYT Worldwide will give some reduction in seatime for an additional endorsement but it will only be approximately 30%. For example, a candidate for both power and sail endorsements must show, 800 nautical miles, 25 days at sea, 8 night hours and the passages as skipper on a sail boat, plus in addition, the same amount of time etc. on a power vessel, less approximately 30 %.
- d) Sailing catamarans with twin screw can be seatime qualifying for power & sail endorsements.

6.6.2.3 MOY COASTAL/MATE THEORY EXAMINATIONS

- a) A bank of MOY Coastal/Mate theory exams is available from IYT Worldwide.
- b) The grade for the written examination is 70% or higher for a pass.
- c) Candidates who fail a Master of Yachts theory exam will be allowed to resit a different exam after having had time to absorb the information necessary to pass the component they have failed.
 - i) School to upload all exams taken by a candidate, fail and pass exams
 - ii) Note to please see submission time limits in section 6.

6.6.2.4 MOY COASTAL/MATE PRACTICAL EXAMINATIONS

- a) The minimum number of candidates for the Coastal Practical Exam is 3.
- b) In the event that there are only 1 or 2 candidates, the partner school will be invoiced for 50% of the examiners fee for conducting the exam.
- c) With less than 3 candidates, the vessel MUST have enough crew on board for the candidate to demonstrate he/she has the ability to control the crew in an appropriate manner.
- d) It is preferable that Coastal/Mate and Limited Candidates not be examined at the same time, however, if this occurs the examination time on the water will need to be extended.

6.6.2.5 MOY COASTAL/MATE RESIT OF PRACTICAL EXAMINATION

- a) Where a candidate fails the practical examination, that candidate will be allowed to retake the practical examination after further experience and training. To be determined by the school.
- b) Candidate must pass the components of the practical they failed initially. They do not need to be re-examined on the areas they have passed on initial practical.
- c) Two resit attempts will be permitted within 12 months of the first exam attempt. If neither attempt results in a pass the candidate will be required to resit the entire course.

6.6.3 MASTER OF YACHTS LIMITED "MOY LIMITED"

6.6.3.1 MOY LIMITED POWER/SAIL ENDORSEMENTS

- a) A power endorsement CANNOT be issued for a practical exam conducted on a sailboat.
- b) Sail/power candidates need to be informed that the sailboat exam only gives them a sail endorsement and vice versa.
- c) To pass both power and sail a candidate must:
 - i) Complete 2 different practical assessments, one on a power vessel and one on a sail vessel. Thus there will need to be 2 exam days and 2 exam fees.
 - ii) A power assessment must be done on a power vessel and not in a sail boat with auxiliary power as this does not qualify as a power exam.
 - iii) A sail assessment/exam must be carried out on a sailboat fully equipped for sailing.
 - iv) Sailing catamarans with twin screw can be used for both power and sail exams.

6.6.3.2 MOY LIMITED SEATIME

- a) Seatime should be on an **original** form signed by owners/captains, with candidate's name on each sheet.
- b) IYT Worldwide will only accept copies of seatime if sighted and signed by the school principal or administration.
- c) To obtain a sail endorsement, a candidate must prove the seatime requirements for sailing vessels. We will give some reduction in seatime for an additional endorsement but it will only be approximately 30 %. Thus, for example, a candidate for both power and sail endorsements must show, 3000 nautical miles, 50 days at sea, 30 night hours and the passages as skipper on a sail boat, plus in addition, the same amount of time etc. on a power vessel, less approximately 30 %.
- d) Sailing catamarans with twin screw can be seatime qualifying for power & sail endorsements.

6.6.3.3 MOY LIMITED STUDENTS NOT PREPARED FOR LIMITED BUT OFFERED MOY COASTAL

- a) If after/during theory and/or practical courses the student is deemed to be ill prepared to challenge the MOY Limited Practical successfully, the school may recommend they obtain the MOY Coastal certification. Depending upon the timing of this decision, the school may use either the MOY Coastal or MOY Limited Practical Examination.
 - i) If the MOY Limited Practical Examination form is used please ensure the Examiner makes it clear that he/she is passing candidate for MOY Coastal.

6.6.3.4 MOY LIMITED THEORY EXAMINATIONS

- a) A bank of theory exams is available from IYT Worldwide.
- b) The pass grade for the written examinations is as follows:

Collision Regulations	90%
Meteorology	70%
Navigation and chartwork	70%
Tides and Currents	70%
Business & Maritime Law	70%
- c) Candidates who fail a Master of Yachts theory exam will be allowed to resit a different exam after having had time to absorb the information necessary to pass the component they have failed.
 - i) School to upload all exams taken by a candidate, fail and pass exams
 - ii) Note to please see submission time limits in section 6.

6.6.3.5 MOY LIMITED PRACTICAL EXAMINATIONS

- a) The minimum number of candidates for the limited practical exam is 3.
- b) In the event that there are only 1 or 2 candidates, the partner school will be invoiced for 50% of the examiners fee for conducting the exam.

- c) With less than 3 candidates, the vessel MUST have enough crew on board for the candidate to demonstrate he/she has the ability to control the crew in an appropriate manner.
- d) It is preferable that Coastal/Mate and Limited candidates not be examined at the same time, however, if this occurs the exam time on the water will need to be extended.

6.6.3.6 MOY LIMITED RESIT OF PRACTICAL EXAMINATION

- a) If a candidate fails the practical examination, that candidate will be allowed to retake the practical examination after further experience and training. To be determined by the school.
- b) Candidate must pass the components of the practical they failed initially. They do not need to be re-examined on the areas they have passed on initial practical.
- c) Two resit attempts will be permitted within 12 months of the first exam attempt. If neither attempt results in a pass the candidate will be required to resit the entire course.

6.6.4 MASTER OF YACHTS COASTAL/MATE AND LIMITED – ADDITIONAL POWER OR SAIL ENDORSEMENT

- a) In the event that a candidate wants an additional endorsement, an additional practical examination will be required.
- b) If the candidate passes both practical exams at the same time a “Power and Sail” endorsed certificate will be issued.

6.6.5 MASTER OF YACHTS UNLIMITED “MOY UNLIMITED”

6.6.5.1 MOY UNLIMITED EXAMINATIONS

- a) A bank of theory examinations is available from IYT Worldwide.
- b) The pass grade for the written examination is 70% or higher for a pass.
- c) Candidates who fail a Master of Yachts theory exam will be allowed to resit a different exam after having had time to absorb the information necessary to pass the component they have failed.
 - i) School to upload all exams taken by a candidate, fail and pass exams
 - ii) Note to please see submission time limits in section 6.
- d) The MOY Unlimited exam will cover a written and monitored exam on the last day of the course
- e) A 4 to 6 hour passage plan to be prepared under examination conditions.
- f) Please note that examinations may be taken over 2 sessions, with the written exam taking place in one session, and the passage plan element in the second (which may be the next day if necessary).
- g) As of April 1, 2013, IYT Worldwide require that real sights will be taken by all candidates during the course and reduced as part of their assessment... The results must be recorded on the ‘Sextant Competencies Checklist’ signed off by the instructor.
- h) The school must submit all documents listed on the ‘MOY Unlimited Document Checklist’ and the MOY Unlimited Sextant Competencies Checklist’
- i) In the event that the weather does not allow sights to be taken during the course, the candidate will have 2 options, either must be completed within 12 months of the final day of the course. The 2 options are:

- i) Return at another date to the school and take the sights, reduce them and plot the position as well as carry out a compass check unaided,
- II) Take sights independently on a voyage after the course, reduce the sights and plot and submit those to IYT Worldwide for grading and review.

6.7 CERTIFICATION PROCEDURES

Please note that we have automated our system where all transactions are processed online and we continue to improve the system on a daily basis. Below are general guidelines for certification processes. Schools should always go to www.iytworld.com and login to find the most up to date manuals and instructions. (this note dated (28-Feb-2017)

6.7.1 INTERNATIONAL BOATING & SAILING PASSPORT GOLD SEAL CERTIFICATION

- a) The International Boating & Sailing Passport is broken down into modules allowing a candidate to go to various partner schools and present their ‘Passport’ with proof of having completed various stages of training.
- b) Modules 1 through 11 are for crew. Modules 12 is Marine Communications and Modules 13 and higher are for command.
- c) School principal/instructor should sign off on completion of each module with school stamp or signature.
- d) Schools should apply IYT Worldwide gold seals to the final assessment page of each course in the space provided.
- e) A seal applied at the end of course is NOT certification. Certificates must be requested by the school for those individuals who want to hold a final certificate.
- f) School is encouraged to return student data for passport seals applied in passport booklet via the “Certificate Data Form” spreadsheet as shown below. Notice there is a tab specifically for entering this data. Otherwise we have no record of the student progressing through our system.

Modules		Certification Acquired		Seal Placement	
2 - 6	Internations Crew Certification	Seal to be placed on page 17 of International Passport			
7	VHF Radio Operators Certification	Seal to be placed on page 18 of International Passport			
8 - 12	International Watchkeeper / Flotilla Skipp (13 applies only to UK or Irish Residents)	Seal to be placed on page 23 of International Passport			
14 - 17	International Bareboat Skipper Certification	Seal to be placed on page 24 of International Passport			
18	Yachtmaster Coastal	Seal to be placed on page 28 of International Passport			
19 - 20	Yachtmaster Offshore Theory & Practical	Seal to be placed on page 30 of International Passport			
21	Yachtmaster Ocean	Seal to be placed on page 33 of International Passport			

Power or Sail	Modules Completed	Entry #	Partner School	Name	Gender	Nat'l ID# or	Passport Number	Date of Birth	Date Issued	e-mail address	telephone	address
Sail	2 - 6		Sample School	Sample Candidate	F		sample passport #	02-Nov-79	date issued	samples@iytworld.com	sample tel #	sample address
Sail	7		Sample School	Sample Candidate	M		sample passport #	02-Nov-79	date issued	samples@iytworld.com	sample tel #	sample address
Sail	8 - 12		Sample School	Sample Candidate	M		sample passport #	02-Nov-79	date issued	samples@iytworld.com	sample tel #	sample address

6.7.2 FINAL CERTIFICATES (PLASTIC CREDIT CARD STYLE)

- a) Schools must visit www.iytworld.com to order final certificates for candidates.
- b) Schools will have access to order certificates they have been approved to offer.
- c) Instructors will also be allocated to those schools they have been ‘associated’ with. Certificates may only be ordered for candidates who have been instructed by an instructor approved to teach IYT courses at a particular level and for each particular school.

- d) Endorsements-
 - i) If a candidate does a course for 'power' or 'sail' OR 'power & sail' the initial certificate will be issued accordingly.
 - ii) If a power or sail endorsement is successfully completed at a later date a new certificate must be ordered noting 'power & sail'
- e) **Temporary Certificates** are available for most certificates and provided by IYT Worldwide to the school to issue to their candidates until the final certificates have been received. Schools should apply their school name, candidate information, and a certificate number from their own system to each. These temporary certificate templates will be available online for schools' for those certificates IYT deems appropriate.

6.7.3 HOW TO ORDER RECREATIONAL CERTIFICATES

- a) Candidate to:
 - i) Go to www.iytworld.com and login/register themselves.
 - ii) Relay to school the student identification number received at end of registration process.
- b) **Beginning November 1, 2019 schools are required to obtain the following prior to or on first day of course:**
 - i) **Completed Candidate Registration Form (this may be your own form or IYT's form)**
 - ii) **Signed "Liability Waiver & Release Form"**
- c) **Effective immediately (today's date September 25, 2019) schools are required to maintain copies of all theory and practical exam, pass and/or fail.**
- d) **Schools are encouraged to obtain the following from candidates during course:**
 - i) **Complete "Course Review Form"**
- e) School to instruct course and administer theory and practical examinations
- f) Schools are to maintain above student records for 5 years and may be asked to produce these documents when audited by IYT representatives.
- g) Schools must visit www.iytworld.com to order final certificates for candidates.
- h) https://iytnet.com/index.php?option=com_content&view=article&id=5&Itemid=401 link to online tutorials for ordering certificates.

6.7.4 DINGHY CERTIFICATES

- a) If you are teaching our dinghy programme the certificate type is outlined in the course information. This is the exception to the rule of ALL plastic certificates at this point in time.
- b) Schools have the option on some levels to issue only paper IYT certificates but the students have the option of course to register on our site and order plastic certificates.
- c) **Please note that this may be reviewed and changed to standard plastic soon.**

6.7.5 ICC CERTIFICATES (INTERNATIONAL CERTIFICATE OF COMPETENCY)

- a) ICC certificates are available to candidates who:
 - i) Meet eligibility based on resolution 40 ([see link](http://support.iytworld.com/general/changes-to-the-international-certificate-of-competency-icc-policy-based-on-resolution-40-and-notice-from-the-unece)) <http://support.iytworld.com/general/changes-to-the-international-certificate-of-competency-icc-policy-based-on-resolution-40-and-notice-from-the-unece>

- b) Schools must visit www.iytworld.com to order final certificates for candidates.
- c) https://iytnet.com/index.php?option=com_content&view=article&id=5&Itemid=401 link to online tutorials for ordering certificates.
- d) Schools allowed to offer ICC certification to their students will be determined by IYT Worldwide.
- e) Submissions for ICC may be made to IYT Worldwide by (see website for details) qualified certificate holders (see link above and student training had to have taken place with an ICC approved school.
- f) If additional green hard cover certificate is requested there is an additional fee.

6.7.6 SMALL POWERBOAT & RIBMASTER, SUPERYACHT DECK CREW, SUPERYACHT HOSPITALITY & SUPERYACHT CHEF CERTIFICATES

- a) To order certificates follow process outline in section 6.7.3
- b) Note: regarding students who hold Small Powerboat & RIB Master certificates upgrading to Superyacht Deck Crew
 - i) As you know the Superyacht Deck Crew Course includes the Small Powerboat & RIB Master course and certification. If a candidate holds the IYT Small Powerboat & RIB Master certificate and wishes to 'upgrade' it to Superyacht Deck Crew there is an option to order "Superyacht Crew/Small Powerboat RIB Master upgrade"
 - ii) Orders for "Superyacht Crew/Small Powerboat RIB Master upgrade" we will be verified to ensure the candidate indeed holds the initial "Small Powerboat & RIB Master".

6.7.7 STCW '95 BASIC SAFETY TRAINING CERTIFICATES

- a) Note: School no longer has to register the course on or before the start date. We have eliminated this step as we implement the new online ordering process.
- b) Instructor to obtain candidates' details on the "course_attendance_grade_moderator".
 - i) Complete 1 course attendance form per STCW module, ie, basic firefighting, basic first aid, etc.
 - ii) Make sure to complete all areas of the form including date of course and instructor name
 - iii) Write legibly
 - iv) When a student is not present, he/she is to be marked absent by the instructor
 - v) Candidates must be ticked on this form as being present every day or a certificate WILL NOT be issued.
 - vi) Candidates must be ticked on this form as being present every day or a certificate WILL NOT be issued.
- c) Candidate to:
 - i) Go to www.iytworld.com and login/register themselves. **(NOTE THE I.D. MUST BE A PHOTO GOVT ISSUED ID!!)**
 - ii) Relay to school the student identification number received at end of process
 - iii) Complete Page 1 of the "Marshall Islands Application Form" which is also signed by the filing agent (school principal or instructor) link is <http://www.register-iri.com/forms/mi-273.doc> or you will find a link here <http://www.iytworld.com/recertification-4>
NOTE: Original completed by student must be submitted by IYT Worldwide to the Marshall Islands. Therefore no certificate can be issued without this original application form being mailed to IYT Worldwide in original hard copy format)

The photo does not necessarily have to be attached and no thumbprint is required. We welcome candidates to provide the photo for the form, but again, the MI will not reject them without photo and thumbprint.

- iv) Complete "Candidate Registration Form"
 - v) Complete "Liability Waiver & Release Form"
 - vi) Complete "Course Review Form" after course has been completed (not mandatory but requested)
 - vii) Complete Examinations during course
- d) School gathers all required paperwork listed on the "stcw_document_checklist" for each candidate. The documents should be maintained for a period of 7 years at the school. It is highly recommended the school scan and maintain this file digitally as well for backup purposes.
- i) Important to note that we require a course attendance sheet per course.**
- e) ORDERING PROCESS (as of September 15, 2014):
- i) STCW certificates can now be ordered online after signing in to the iytnet system using the following simple 3 step process:
 - a) Build the course (choose modules & instructors)
 - b) Upload & enter the required student data**
 - (i) enter grades**
 - (ii) upload scan of Marshall Islands Application Form completed by each student**
 - (iii) upload a high quality scan of the students valid passport or government issued ID)**
 - c) Complete the school declaration
 - ii) Detailed instructions and screen shots follow below, but hopefully, you will find the process far more streamlined.
 - iii) Indeed, if students create their own profiles (i.e. they upload their photos and IDs themselves) then the only additional scanning required from schools will be of the original Marshall Islands application forms. **Please note however:**
 - a) Supporting documentation listed on the STCW document checklist which includes attendance sheets, exams & waivers must be retained by the school & available for subsequent inspection. However, they DO NOT have to be sent to IYT Worldwide.
 - b) The original MI applications STILL HAVE TO BE SENT to IYT Worldwide. Certificates cannot be issued without the original applications.
 - iv) Before you get started you will need:
 - a) Names of instructors for each module
 - b) Student ID numbers
 - c) Files for scanned MI application forms
 - d) Student grades for all theory exams
 - v) **For instructions on how to order go to this link on our site for online tutorial**
https://iytnet.com/index.php?option=com_content&view=article&id=5&Itemid=401
- [New STCW Certificate ordering process](#)
- f) Under NO CIRCUMSTANCE should a candidate be given their original exam or a copy of their exam to forward to IYT Worldwide.
- g) ***IYT will not create or release certificates until the original Marshall Islands Application has been received in our office.*** (we suggest using courier versus airmail so the package is traceable)
- h) Notes regarding the Marshall Islands Registration Form:
- i) must be SIGNED by all candidates
 - ii) Each Candidate must complete a form as follows:
 - iii) Only the front page is needed,

- iv) Do not complete the back page
- v) Do NOT attach the photo or thumb print
- vi) Candidate to Complete Sections 1 - 18
- vii) Section 16 Probably will be blank
- viii) Section 17 "STCW Basic Safety Training"
- ix) Section 18 Print Name of Filing Agent = School Principal,
- x) Do not complete anything after this. The remainder is to be completed by IYT Worldwide.
- xi) Please note that the certificates cannot be issued without the form being completed by the candidates.

6.7.8 MASTER OF YACHTS TRAINING (MOY) CERTIFICATES

- a) As of Summer 2014 both the theory completion certificates and final are standard credit card style.
- b) Final certificates are available in green hard cover style as an additional certificate with additional fee.
- c) The partner school schedules courses in advance and books approved IYT Worldwide examiner
- d) **Note: School no longer has to register Master of Yachts courses on or before the start date. We have eliminated this step as we implement the new online ordering process. The school will pay for each candidate's certificate when the online order is placed.**

6.7.8.1 MASTER OF YACHTS COASTAL/MATE 200 TONS

- a) Instructor to obtain candidates details on the "course_attendance_record_grade_moderator"
 - i) Make sure to complete all areas of the form including date of course and instructor name
 - ii) Write legibly
 - iii) When a student is not present, he/she is to be marked absent by the instructor
 - iv) Candidates must be ticked on this form as being present every day. If absent we cannot certify.
- b) Candidate to:
 - i) Got to www.iytworld.com / Login / Register / Create Student Profile
 - a) Must include passport style jpeg headshot photo
 - b) Must include government issued identification
 - c) Must include mailing address
 - d) Must include all other requested information
 - ii) The system generates a "Student I.D.#"
 - iii) Student to give this "Student I.D.#" to school as this is the number used to request certificates for that candidate.
 - iv) Candidate to complete the following hard copy forms:
 - a) "Candidate Registration Form"
 - b) "Liability Waiver and Release Form"
 - c) "Course Review Form" after course has been completed (not mandatory but requested)
 - v) Candidate completes written and practical exams which are to be graded or 'marked' by the instructor
 - vi) Candidate must supply the following to school for verification:
 - a) Seatime via "certificate-of-watchkeeping-service" form or copy of 'personal seatime logbook' signed off by captain/owner
 - b) Copies of STCW Basic Training Certificates – cannot be expired

- c) Copy of VHF Radio Operator Certificate
 - d) Valid mariners medical/physical form (must be within 2 years when received by IYT for final certification)
- c) Instructor completes “moy-coastal-mate-practical-instructor-assess” for each candidate and provides to examiner prior to final practical examination.
 - d) Examiner completes final practical examination form for each candidate which the candidate is required to sign and gives to school for submission to IYT Worldwide.
 - e) Under NO CIRCUMSTANCE should a candidate be given their original exams or copies of their exams to forward to IYT Worldwide or any other reason.
 - f) School gathers all required paperwork listed on the “MOY Coastal/Mate Document Checklist”.
 - g) ORDERING PROCESS (as of February 2015):
 - i) For instructions on how to order go to this link on our site for online tutorial
 - ii) https://iytnet.com/index.php?option=com_content&view=article&id=5&Itemid=401
 - h) School must order certificate for candidates within the time limits set for each. (see submission time limits below)
 - i) School to maintain paperwork for all candidates on file for future reference for 7 years. (hard or digital files) Failing candidates may choose to attend a different school for their course or exam resits so it is imperative that all paperwork be available to IYT Worldwide upon request.
 - j) Schools are encouraged to issue “temporary certificates” to students while the final certificate is being processed by IYT Worldwide.

6.7.8.1.1 MOY COASTAL/MATE SUBMISSIONS TIME LIMITS

- a) All available paperwork for each candidate must be received by the school within one month of completing the course, this to include, ALL EXAMS (PASS OR FAIL), STCW certificates, VHF radio certificate, medical, seetime, and all other documents listed on the MOY Coastal/Mate Document Checklist.
- b) If any required documents are missing, the candidate will have twelve months to produce any missing paperwork. This paperwork should be forwarded to the school by the candidate.
- c) School will then order the certificate for the student online.
- d) In the event that the all of the required paperwork for final certification is not submitted to the school within 12 months the entire course must be completely retaken.
- e) We are relying on the schools to ensure that these guidelines are followed. Audits will take place to ensure compliance. The audits may be in the form of physical visits to school premise or by requesting copies of course documents.

6.7.8.2 MASTER OF YACHTS LIMITED

- a) **Note that MOY Limited Theory and MOY Limited Practical are considered and treated as 2 completely separate courses.**

6.7.8.3 MOY LIMITED THEORY:

- a) Instructor to obtain candidates details on the “course_attendance_record_grade_moderator”
 - i) Make sure to complete all areas of the form including date of course and instructor name
 - ii) Make sure to circle THEORY at top of form
 - iii) Write legibly
 - iv) When a student is not present, he/she is to be marked absent by the instructor
 - v) Candidates must be ticked on this form as being present every day. If absent we cannot certify.
- b) Candidate to:
 - i) Got to www.iytworld.com / Login / Register / Create Student Profile
 - a) Must include passport style jpeg headshot photo
 - b) Must include government issued identification
 - c) Must include mailing address
 - d) Must include all other requested information
 - ii) The system generates a “Student I.D.#”
 - iii) Student to give this “Student I.D.#” to school as this is the number used to request certificates for that candidate.
 - iv) Candidate to complete the following hard copy forms:
 - a) “Candidate Registration Form”
 - b) “Course Review Form” after course has been completed (not mandatory but requested)
 - v) Candidate completes written exams which are to be graded or ‘marked’ by the instructor
 - vi) Candidate must supply the following to school for verification:
 - a) Seatime via “certificate-of-watchkeeping-service” form or copy of ‘personal seatime logbook’ signed off by captain/owner
 - b) Copies of STCW Basic Training Certificate – cannot be expired
 - c) Copy of VHF Radio Operator Certificate
 - d) Valid mariners medical/physical form (must be within 2 years when received by IYT for final certification)
- c) Under NO CIRCUMSTANCE should a candidate be given their original exams or a copies of their exams.
- d) School gathers all required paperwork listed on the “moy_limited_theory_document checklist”.
- e) ORDERING PROCESS (as of February 2015):
 - i) For instructions on how to order go to this link on our site for online tutorial
 - ii) https://iytnet.com/index.php?option=com_content&view=article&id=5&Itemid=401
- f) School must order certificate for candidates within the time limits set for each. (see submission time limits below)
- g) School to maintain paperwork for all candidates on file for future reference for 7 years. hard or digital files) Failing candidates may choose to attend a different school for their course or exam resits so it is imperative that all paperwork be available to IYT Worldwide upon request.
- h) Schools are encouraged to issue “temporary certificates” to students while the final certificate is being processed by IYT Worldwide.

6.7.8.4 MOY LIMITED PRACTICAL:

- a) Instructor to obtain candidates details on the “course_attendance_record_grade_moderator”
 - i) Make sure to complete all areas of the form including date of course and instructor name
 - ii) Make sure to circle PRACTICAL at top of form
 - iii) Write legibly
 - iv) When a student is not present, he/she is to be marked absent by the instructor
 - v) Candidates must be ticked on this form as being present every day. If absent we cannot certify.
- b) Candidate:
 - i) Will have already registered on www.iytworld.com
 - ii) Complete the following hard copy forms:
 - a) Candidate Registration Form”
 - b) “Liability Waiver and Release Form”
 - c) “Course Review Form” after course has been completed (not mandatory but requested)
- c) Candidate must supply the following to school for verification and submission
 - i) “certificate-of-watchkeeping-service” form or copy of ‘personal seatime logbook’ signed off by captain/owner
 - ii) Copies of STCW Basic Training Certificates – cannot be expired
 - iii) Copy of VHF Radio Operator Certificate
 - iv) Valid mariners medical/physical form (must be within 2 years when received by IYT for final certification)
- d) Instructor completes “moy_limited_practical_instructor_assess” at end of practical course.
- e) Examiner completes “moy_limited_practical_skills_exam” for each candidate.
 - i) The candidate is required to sign
 - ii) Examiner gives to the school for submission to IYT Worldwide.
- f) Under NO CIRCUMSTANCE should a candidate be given their original exams or a copies of their exams to forward to IYT Worldwide or for any other reason.
- g) School gathers all required paperwork listed on the “MOY Coastal/Mate Document Checklist”.
- h) ORDERING PROCESS (as of February 2015):
 - i) For instructions on how to order go to this link on our site for online tutorial
 - ii) https://iytnet.com/index.php?option=com_content&view=article&id=5&Itemid=401
- i) School must order certificate for candidates within the time limits set for each. (see submission time limits below)
- j) School to maintain paperwork for all candidates on file for future reference for 7 years. hard or digital files) Failing candidates may choose to attend a different school for their course or exam resits so it is imperative that all paperwork be available to IYT Worldwide upon request.
- k) Schools are encouraged to issue “temporary certificates” to students while the final certificate is being processed by IYT Worldwide.

6.7.8.5 MOY LIMITED STUDENTS NOT PREPARED FOR LIMITED BUT OFFERED MOY COASTAL

- a) If after/during theory and/or practical courses the student is deemed to be ill prepared to challenge the MOY Limited Practical successfully, the school may recommend they obtain the MOY Coastal certification.

Depending upon the timing of this decision, the school may use either the MOY Coastal or MOY Limited Practical Examination.

- i) If the MOY Limited Practical Examination form is used please ensure the Examiner makes it clear that he/she is passing candidate for MOY Coastal.

6.7.8.5.1 MOY MATE/COASTAL AND LIMITED - ADDITIONAL POWER OR SAIL ENDORSEMENT

- a) Same as above except duplicates of documents previously supplied are not necessary UNLESS they are no longer in date and valid.
- b) Certificate price for "power & sail" are \$550, as of Dec 2018, because candidate must successfully complete a practical examination on both vessels. IYT must pay the examiners for their time, therefore, there is an additional fee for dual endorsed certificates.

6.7.8.5.2 MOY LIMITED SUBMISSION TIME LIMITS (AND TIME BETWEEN MODULES)

- a) MOY Limited Theory
 - i) All available paperwork for each candidate must be received by the school within one month of completing the course, this to include, ALL EXAMS (PASS OR FAIL) and all other documents listed on the MOY Limited Theory Document Checklist.
 - ii) Each candidate must successfully complete all theory modules (collision regulations, meteorology, navigation and chartwork, tides & currents, and business & law) before proceeding to the practical course.
 - iii) If a candidate fails an exam for any of the above theory modules, and timing does not allow theory exam resits to be completed before the practical course, he/she will have 30 days from the end of the practical course to pass the theory exam resits.
 - iv) If a candidate fails a theory exam more than once or fails to pass a resit within the 30 days, he/she will have to resit the entire theory and practical course.
- b) MOY Limited Practical:
 - i) All available paperwork for each candidate must be received by the school within one month of completing the practical course, this to include, ALL EXAMS (PASS OR FAIL) STCW certificates, VHF radio certificate, medical, seetime, and all other documents listed on the MOY Limited Practical Document Checklist.
 - ii) If any documents are missing, the candidate will have twelve months to produce any missing paperwork. This paperwork should be forwarded to the school by the candidate
 - iii) In the event that the all of the required paperwork for final certification is not completed and submitted within this 12 month timeframe the entire course must be completely retaken.
- c) Time between modules: Theory and final practical courses/exams must be successfully completed within a 12 month timespan and all paperwork submitted or the candidate will have to retake both the theory and practical courses in their entirety in order to gain certification.
- d) We are relying on the schools to ensure that these guidelines are followed. Audits will take place to ensure compliance. The audits may be in the form of physical visits to school premise or by requesting copies of course documents.

6.7.8.6 MASTER OF YACHTS UNLIMITED

NOTE: Students may sit the Unlimited course just after completing the Limited course provided they have indeed passed all components for MOY Limited theory and practical. **HOWEVER, schools may not order the MOY Unlimited certificate until IYT has received the order for same candidate's MOY Limited and it has been verified.**

- a) Instructor to obtain candidates details on the "course_attendance_record_grade_moderator"
 - i) Make sure to complete all areas of the form including date of course and instructor name
 - ii) Write legibly
 - iii) When a student is not present, he/she is to be marked absent by the instructor
 - iv) Candidates must be ticked on this form as being present every day. If absent we cannot certify.
- b) Candidate:
 - i) Will have already registered on www.iytworld.com
 - ii) Complete the following hard copy forms:
 - a) Candidate Registration Form"
 - b) "Course Review Form" after course has been completed (not mandatory but requested)
- c) Candidate completes written exams which are to be graded or 'marked' by the instructor
- d) Candidate must supply the following to school for verification:
 - i) Seetime via "certificate-of-watchkeeping-service" form or copy of 'personal seetime logbook' signed off by captain/owner showing proof of required seetime. See website for requirements.
 - ii) Copies of current STCW Basic Training Certificate (cannot be expired)
 - iii) Copy of current VHF Radio Operator Certificate
 - iv) Valid mariners medical/physical form (must be within 2 years when received by IYT for final certification)
- e) Under NO CIRCUMSTANCE should a candidate be given their original exams or a copies of their exams to forward to IYT Worldwide or for any other reason.
- f) Examiner completes "moy_unlimited_sextant_competencies" form for each candidate which the candidate is required to sign and gives to the school for submission to IYT Worldwide
 - i) The candidate is required to sign
 - ii) Examiner to gives to the school.
- g) "moy_unlimited_sextant_competencies" form is required **OR** sights taken independently on a voyage after the course which have been reduce and plotted. These will be graded by the school's instructor or examiner for final pass or fail
- h) School gathers all required paperwork listed on the "moy_unlimited_document checklist".
- i) ORDERING PROCESS (as of February 2015):
 - i) For instructions on how to order go to this link on our site for online tutorial
 - ii) https://iytnet.com/index.php?option=com_content&view=article&id=5&Itemid=401
- j) School must order certificate for candidates within the time limits set for each. (see submission time limits below)
- k) School to maintain paperwork for all candidates on file for future reference for 7 years. hard or digital files) Failing candidates may choose to attend a different school for their course or exam resits so it is imperative that all paperwork be available to IYT Worldwide upon request.

- l) Schools are encouraged to issue “temporary certificates” to students while the final certificate is being processed by IYT Worldwide.

6.7.8.7 MOY UNLIMITED SUBMISSION TIME LIMITS

- a) All available paperwork for each candidate must be received by the school within one month of completing the course, this to include, ALL EXAMS (PASS OR FAIL), and all other documents listed on the MOY Unlimited Document Checklist.
- b) If any required documents are missing, the candidate will have twelve months to produce any missing paperwork. This paperwork should be forwarded to the school by the candidate.
- c) School will then order the certificate for the student online.
- d) In the event that the all of the required paperwork for final certification is not submitted to the school within 12 months the entire course must be completely retaken.
- e) We are relying on the schools to ensure that these guidelines are followed. Audits will take place to ensure compliance. The audits may be in the form of physical visits to school premise or by requesting copies of course documents.

6.7.9 MASTER OF YACHTS LIMITED CROSSOVER FROM AUSTRALIAN MASTER V

The process for applying to IYT Worldwide for a Master of Yachts Limited Certificate for those candidates holding an Australian Master V is outlined below.

IYT Worldwide must approve schools to certify candidates for the MOY Limited who hold the Australian Master V. To date there are 2 schools/organisations approved to do so.

- a) Each applicant must meet all of the following requirements:
 - i) Hold an AMSA Stamped/Endorsed Master V in Transport and Distribution (Coastal Maritime Operations). The Master of Yachts Crossover will be issued exactly as endorsed/issued by AMSA regarding vessel type (power, sail or both)
 - a) If a candidate holds a ‘AMSA Master V Trading Ticket which is not endorsed specifically for power, sail or both:
 - (i) “the school must determine what endorsement should be issued based on their experience, power, sail or both”
 - (ii) “and they wish to receive both a power and a sail endorsement and have experience on both we will issue the crossover for both”
 - (iii) “and they wish to receive both a power and a sail endorsement and have experience only on power, then the navigation exam and a 1 day full practical exam must be completed on a sailing vessel by the IYT school instructor/assessor”. (Vice versa for holding sail and wanting sail and power endorsement.)
 - (a) If they do the navigation practical it must be onboard the same vessel type as the additional endorsement requested. (i.e. power cannot be conducted on sailboat using auxiliary engine)
 - (b) The school to provide instructor/assessor not an IYT independent examiner.
 - (c) The school must declare successful completion of the navigation practical component.

- (d) The candidate should schedule this with the school.
 - ii) Successfully complete the IYT Worldwide Master of Yachts Business and Maritime Law theory examination. Candidate may pre-study for exam outside of classroom using IYT e-learning (yet to be released) or IYT course notes. The exam should be undertaken under usual conditions at the school facility with an invigilator present
 - iii) Have completed 30 night hours ON WATCH underway
- b) Candidate to:
- i) Got to www.iytworld.com / Login / Register / Create Student Profile
 - a) Must include passport style jpeg headshot photo
 - b) Must include government issued identification
 - c) Must include mailing address
 - d) Must include all other requested information
 - ii) The system generates a "Student I.D.#"
 - iii) Complete the "moy_master_v_crossover_to_moy_application" form **(IN EXCEL PLEASE – DO NOT PRINT, COMPLETE BY HAND AND SCAN)**
 - iv) Email the application to school
 - v) Complete the IYT Worldwide Business & Maritime Law examination with school.
 - vi) If additional endorsement is requested - complete IYT Worldwide 1 day on board practical course/assessment component covering navigation (see note above regarding AMSA Master V trading ticket)
- c) School to:
- i) Sight and verify originals of the following:
 - a) Master V (note that the Certificate III alone does not qualify – we insist on having the actual government issued Master V Certificate)
 - b) Basic Safety Training STCW 95 certificates (all 4 modules if issued prior to January 2014, additional Security certification if issued after January 1, 2014)
 - c) Medical Fitness exam/certificate including colour blind test, (medical is valid for 2 years)
 - d) Seetime records showing requirements necessary
 - e) Passport or National I.D.
 - f) Verify identity of the candidate against photo identification
 - g) If additional endorsement is requested – completed "MOY Nav Practical Skills Assessment for Crossover July 2013" form
- d) ORDERING PROCESS (as of February 2015):
- i) MOY certificates can now be ordered online by the school. Please note that supporting documentation must be retained by the school & available for subsequent inspection/audits.
- e) School to maintain paperwork for all candidates for future reference for 7 years. hard or digital files)
Failing candidates may choose to attend a different school for their course or exam resits so it is imperative that all paperwork be available to IYT Worldwide upon request.
- f) An IYT Master of Yachts Limited certificate will be issued based upon the Master 5 certificate they hold provided all paperwork is in order and all necessary modules/components are successfully completed.

6.7.10 CERTIFICATION PROCEDURES – MASTER OF YACHTS LIMITED FOR U.S. NAVY

To date, September 25, 2019, “Training Resources Ltd., Inc, DBA Maritime Institute” is the only school offering the IYT Master of Yachts Limited course/CoC.

6.7.10.1 MOY LIMITED THEORY:

- a) Instructor to obtain candidates details on the “course_attendance_record_grade_moderator”
 - i) Make sure to complete all areas of the form including date of course and instructor name
 - ii) Make sure to circle THEORY at top of form
 - iii) Write legibly
 - iv) When a student is not present, he/she is to be marked absent by the instructor
 - v) Candidates must be ticked on this form as being present every day. If absent we cannot certify.
- b) Candidate to:
 - i) Got to www.iytworld.com / Login / Register / Create Student Profile
 - a) Must include passport style jpeg headshot photo
 - b) Must include government issued identification
 - c) Must include mailing address
 - d) Must include all other requested information
 - ii) The system generates a “Student I.D.#”
 - iii) Student to give this “Student I.D.#” to school as this is the number used to request certificates for that candidate.
 - iv) Candidate to complete the following hard copy forms:
 - a) “Candidate Registration Form”
 - b) “Course Review Form” after course has been completed (not mandatory but requested)
 - v) Candidate completes written exams which are to be graded or ‘marked’ by the instructor
 - vi) Candidate must supply the following to school for verification:
 - a) Seetime – official letter from Commanding Officer stating details of sea service
 - b) Copies of STCW Basic Training Certificate – cannot be expired
 - c) Copy of VHF Radio Operator Certificate
 - d) Valid mariners medical/physical form or official letter/medical from Navy

Under NO CIRCUSTANCE should a candidate be given their original exams or a copies of their exams. School gathers all required paperwork listed on the “moy_limited_theory_document checklist”.

ORDERING PROCESS (as of February 2015):

vii) For instructions on how to order go to this link on our site for online tutorial

viii) https://iytnet.com/index.php?option=com_content&view=article&id=5&Itemid=401

School must order certificate for candidates within the time limits set for each. (see submission time limits below)

School to maintain paperwork for all candidates on file for future reference for 7 years. hard or digital files)

Failing candidates may choose to attend a different school for their course or exam resits so it is imperative that all paperwork be available to IYT Worldwide upon request.

Schools are encouraged to issue “temporary certificates” to students while the final certificate is being processed by IYT Worldwide.

MOY LIMITED PRACTICAL:

- a) Due to special circumstances for Navy candidates, IYT has given approval for the examiner to be same as instructor.
- b) Instructor to obtain candidates details on the “course_attendance_record_grade_moderator”
 - i) Make sure to complete all areas of the form including date of course and instructor name
 - ii) Make sure to circle PRACTICAL at top of form
 - iii) Write legibly
 - iv) When a student is not present, he/she is to be marked absent by the instructor
 - v) Candidates must be ticked on this form as being present every day. If absent we cannot certify.
- c) Candidate:
 - i) Will have already registered on www.iytworld.com
 - ii) Complete the following hard copy forms:
 - a) Candidate Registration Form”
 - b) “Liability Waiver and Release Form”
 - c) “Course Review Form” after course has been completed (not mandatory but requested)
- d) Candidate must supply the following to school for verification and submission
 - i) Seetime – official letter from Commanding Officer stating details of sea service
 - ii) Copies of STCW Basic Training Certificates – cannot be expired
 - iii) Copy of VHF Radio Operator Certificate
 - iv) Valid mariners medical/physical form or official letter/medical from Navy)

Instructor completes “moy_limited_practical_instructor_assess” at end of practical course.

Examiner completes “moy_limited_practical_skills_exam” for each candidate.

- v) The candidate is required to sign
- vi) Examiner gives to the school for submission to IYT Worldwide.

Under NO CIRCUSTANCE should a candidate be given their original exams or a copies of their exams to forward to IYT Worldwide or for any other reason.

School gathers all required paperwork listed on the “MOY Limited Document Checklist”.

ORDERING PROCESS (as of February 2015):

- vii) For instructions on how to order go to this link on our site for online tutorial
- viii) https://iytnet.com/index.php?option=com_content&view=article&id=5&Itemid=401

School must order certificate for candidates within the time limits set for each. (see submission time limits section)

School to maintain paperwork for all candidates on file for future reference for 7 years. hard or digital files)

Failing candidates may choose to attend a different school for their course or exam resits so it is imperative that all paperwork be available to IYT Worldwide upon request.

Schools are encouraged to issue “temporary certificates” to students while the final certificate is being processed by IYT Worldwide.

6.8 PAPERWORK EXEMPTIONS FOR AUDITED SCHOOLS

- a) Because the ordering process is now automated there is no difference in paperwork requirements for schools who do or do not have a QMS in place.
- b) IYT Worldwide will audit schools and paperwork to ensure compliance.
- c) Use the course specific document checklist for a list of required documents to be maintained.
- d) Schools must maintain files including the full examination papers for 7 years, per the MCA.

6.9 ADDITIONAL GREEN HARD COVER CERTIFICATES (NOT DUE TO LOSS OR DAMAGE BUT ORDERED IN ADDITION TO STANDARD PLASTIC)

- a) Additional green hard cover certificates may be ordered by the school or candidate.
- b) Please visit the website for instructions on how to order an additional green hard cover style duplicate of an existing certificate.
- c) Schools may order the additional certificates for those requesting them when placing the initial order.

6.10 DUPLICATE CERTIFICATES – DUE TO LOSS, THEFT OR DAMAGE

Please visit the website for instructions on how to order duplicate certificates.

6.11 REVALIDATION PROCEDURES (RENEWAL)

Please visit the website for instructions on how to renew/revalidate. All certificates are valid for 5 years.

- a) **Master of Yachts 2 years out of date:**
 - i) if a candidate has allowed their Master of Yachts Coastal certificate to go over 2 years out of date (or beyond 7 years as it must be revalidated within 5 years) they must resit an oral exam with an IYT Partner School approved to teach the Master of Yachts Coastal course. The exam may be conducted by a qualified Master of Yachts Coastal Instructor or Examiner.
 - ii) if a candidate has allowed their Master of Yachts Limited certificate to go over 2 years out of date (or beyond 7 years as it must be revalidated within 5 years) they must resit an oral exam with an IYT Partner School approved to teach the Master of Yachts Limited course. The exam may be conducted by a qualified Master of Yachts Limited Instructor or Examiner.
 - iii) if a candidate has allowed their Master of Yachts Unlimited certificate to go over 2 years out of date (or beyond 7 years as it must be revalidated within 5 years) they must resit an oral exam with an IYT Partner School approved to teach the Master of Yachts Unlimited course. The exam may be conducted by a qualified Master of Yachts Unlimited Instructor or Examiner.
- b) **Master of Yachts 3 years out of date:**
 - i) if a candidate has allowed their Master of Yachts Coastal certificate to go over 3 years out of date (or beyond 8 years as it must be revalidated within 5 years) they must resit the final practical with oral exam with an IYT Partner School approved to teach the Master of Yachts Coastal course. The exam must be conducted by a qualified Master of Yachts Coastal Examiner.

- ii) if a candidate has allowed their Master of Yachts Limited certificate to go over 3 years out of date (or beyond 8 years as it must be revalidated within 5 years) they must resit the final practical with oral exam with an IYT Partner School approved to teach the Master of Yachts Limited course. The exam must be conducted by a qualified Master of Yachts Limited Examiner.
- iii) if a candidate has allowed their Master of Yachts Unlimited certificate to go over 3 years out of date (or beyond 8 years as it must be revalidated within 5 years) they must resit the final written exam with an IYT Partner School approved to teach the Master of Yachts Unlimited course. The exam may be conducted by a qualified Master of Yachts Unlimited Instructor or Examiner.

7. INSTRUCTOR TRAINING – COURSE AND ORDERING PROCESS

Potential IYT Instructors may be asked to sit the “Instructor Training Course” in order to be approved to instruct IYT courses.

Schools may want their instructors to go through the programme to ensure they understand the IYT process and are sufficiently equipped to instruct at the level they are required or desired to teach.

IYT strongly encourages all instructors to take an Instructor Training Course and will continue to build a network of Instructor Training Facilities to accommodate this effort globally.

Forms to use in the process below in noted in **purple type**. They are:

- course_attendance_record_grade_moderator
- instructor-training-course-skills-practical-exam
- Temporary Certificate
- instructor-training-rec-course-document-checklist
- course review form

Critical items for schools to take notice are in **bold type**.

7.1 SCHOOL

- a) School to determine course dates
- b) **School or Instructor to obtain candidate details on the “course_attendance_record_grade_moderator” form and email the form to support@iytworld.com on first day of course OR as soon as the course/attendees is finalized.**
 - i) Make sure to complete all areas of the form including date of course and instructor name & IYT account ID#. Write legibly
- c) Instructor conducts course
 - i) During and at end of course the instructor to complete the “instructor-training-course-skills-and-practical-exam” form –
 - (i) Instructor will determine the level at which they believe candidate should be approved to instruct and note this on last page of the exam form.
- d) **School completes a “Temporary Certificate” and provides to successful candidates**
 - i) **School must forward this temporary certificate to IYT at support@iytworld.com.**
 - a) Please send one email with all certificates attached as opposed to individual emails per person.
 - ii) Unsuccessful candidates should be advised of areas of weakness and given an opportunity to improve skills and return for a second assessment.
- e) School is encouraged to use the “instructor-training-course-document-checklist” to organize all paperwork for candidates.

- i) We would appreciate the “[course review form](#)” be completed by all candidates and returned to us while sending the “Temporary Certificate” as a means of measuring the success of the course and programme. We do not, however, insist this be done.

7.2 CANDIDATE

- a) Go to www.iytworld.com and login or register creating an IYT Account Profile
 - i) Make sure passport/govt issued ID is legible and good quality file to upload
 - ii) Photograph should be headshot photo like a passport photo, no sunglasses, etc.. This photo will appear on the final IYT Instructor Certificate
 - iii) Must include mailing address – this is the address for which we will send final IYT Instructor Certificate and Member letter.
 - iv) The system will generate an IYT Account ID# (a 6 digit number) This account ID is to be used for all transactions in the IYT system. (DO NOT CREATE MORE THAN ONE ACCOUNT # PER PERSON)
 - v) Student to give this IYT Account ID# to school when they register.
- b) Student undertakes course
- c) Upon successful completion of the course and when in receipt of temporary certificate, the candidate should complete the IYT Instructor Application online, www.iyt.net after logging in to their profile.
 - i) It is imperative that all documents be uploaded:
 - a) All existing marine qualifications / translated into English as well
 - b) Medical fitness examination
 - c) CV/resume of maritime experience
 - d) Documented seetime

7.3 IYT

- a) Receive the “[course attendance](#)” form from school
- b) Create file for each instructor candidate in appropriate folder location and file the attendance form. Name the folder with Last Name_First Name and 6 digit ID number (Dropbox (IYTWW)/IYT Office Team Folder/Office General/Student_Instructor Files/Instructors/AA-Ready to Review)
- c) When receive application through online notification:
 - i) File in the candidate’s file
 - ii) Email that we have received the application and will reply soon after having time to process (IYT personnel to refer to office process manual for more detail on this process)
- d) Review and perform due diligence to ensure all paperwork is in order verifying seetime and documents

- e) Approve as Instructor (a 5 digit number is given to identify instructors in the IYT system)
- f) Permission Instructor for the courses they have been approved to instruct
- g) Permission instructor for access to course materials in the document library in the IYT system
- h) Attach the Instructor to the school for which they will be teaching (we do not allow freelance instructors)
- i) Notify Instructor of approval and addition of permissions in the IYT system
- j) Invoice the Instructor for Instructor Certification and Annual Membership fees.
- k) The Instructor is now ready to instruct and order certificates for their successful students!

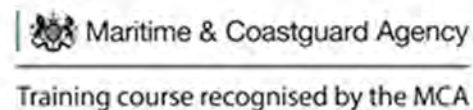
8. MARKETING & LOGOS

8.1 IYT WORLDWIDE LOGO

- a) Several logo format files are available on the website for schools marketing use. They are in the 'IYT document library' which can be accessed after logging into the site.
- b) The proportions, character, general appearance, type style, background and colours are not to be altered in any way, shape or form. However, the size may be altered provided the original proportions stay the same.
- c) Authorised partners and its training facilities may use the IYT Worldwide logo as defined in the IYT Worldwide Licensing Agreement and Application Form.

8.2 Use of MCA logo – for schools approved to offer MCA recognised courses

- a) March 2018 - The MCA have notified us of changes to their logo and how we, IYT, and our partner schools that offer MCA recognised courses are allowed to use it.
- b) These are the logos they have provided to date. We will be altering our certificates that are MCA recognised to have this logo as opposed to the prior red ensign logo.



- i) IYT may use these logos on the front page of the IYT website and publications.
 - ii) Partner schools approved to teach/offer the IYT Master of Yachts (MOY) courses (MOY Inshore, Coastal, Limited & Unlimited) may use these logos on the front page of their website.
 - iii) IYT and partner schools that are approved to offer MCA recognised certificates (ICC, Small Powerboat & RIB Master, Master of Yachts Inshore, Coastal, Limited & Unlimited) may use this logo on their website and publications next to the course that is recognised by the MCA.
 - iv) IYT and partner schools must not use the logo to infer that any publication produced is an official MCA publication and therefore not on any boat show stands.
 - v) The Royal Coat of Arms is not to be smaller than 5mm across or less than 60 pixels.
- c) IYT will be auditing school's websites and social media pages to ensure the logo is being used according to these guidelines. Any school found not adhering to their wishes will risk losing their approval to offer MCA recognised courses.
 - d) IYT realises that changes to websites and publications will take some time, therefore, we ask that all changes be made by May 1, 2018. We will begin auditing websites on that date, therefore, please ensure you adhering to their guidelines by this date.

- e) We respectfully ask that any boat shows planned from today forward not include the MCA logo on show displays. We do however, realise that there may be brochures and materials printed for handouts, so they may be used.

8.3 ADVERTISING AND MARKETING

- a) The partner school agrees that advertising and publicity materials issued by the school will only refer to the IYT Worldwide Programme when describing courses approved by IYT Worldwide.
- b) In no event shall the IYT Worldwide logo be combined with other logos, marks, symbols, language or be in a format or appearance other than that actually used by IYT Worldwide.
- c) The following is to be used as a guide only and reference should be made to the Licensing Agreement and Application Form for a full description of the use of the marks and logos.
- d) We kindly request submission of printed and electronic advertising and promotional material, including media releases, newspaper and periodical advertisements, and signs prior to publication.
- e) To provide its partner schools with the ability to advertise, promote and indicate the source of origin of its services, IYT Worldwide grants to partner schools a non-exclusive license, to be used at the partner's location, to use the IYT Worldwide logo on promotional materials only.
- f) Printed materials, advertising and promotional materials may include:
 - i) newspaper and periodical advertisements, telephone directory advertising, handbills and signs
 - ii) Film and video format promotional materials such as television commercials, slide shows or promotional videos
 - iii) Software, fixed media, such as discs, hard drives or CD-ROM, or any interactive digital or broadcast media or other methods, including, but not limited to,
 - iv) Internet or world wide web sites,
 - v) Social networking sites
- g) The word/s "IYL , IYT Worldwide or IYT World" "Master of Yachts" Yachtmaster" or any derivative thereof shall not be used in internet domain names or in the partner school's corporate or business name unless given written approval by IYT Worldwide.
- h) The license does not extend to the provision or use of other printed materials, such as manuals, books, charts, instructions, clothing or products or any other materials whether or not they are manufactured, sold, produced, distributed or licensed to others by IYT Worldwide, unless authorised by the company in writing.
- i) This license shall be personal to the partner school, and shall be non-transferable, non-divisible, non-assignable, and shall not be sublicensed in any manner by or through the partner school to any other third party.

9. HEALTH AND SAFETY AND INCIDENT REPORTING

9.1 GENERAL

These guidance notes provide a brief introduction to health and safety requirements and have been produced for IYT Worldwide partner schools to aid in managing their procedures for health and safety and to ensure their procedures are sufficient to ensure the safety of anyone using their premises and equipment.

All schools are obliged to comply with health and safety laws of the state, province or country. This places general duties on the employer to ensure the health and safety of all their employees and other persons who may be affected by the schools activities.

This document is designed for the purpose of guidance and training. While every effort has been made to ensure accuracy, International Yacht Training Worldwide is not liable for the consequence of implementing or attempting to implement any instructions or advice contained within these notes.

An "Incident Report Form" is located in the IYT Document Library. If an accident or incident of concern needs reporting please find this form and submit to IYT as directed on the form.

9.2 HEALTH AND SAFETY IN THE WORKPLACE

- a) The general obligations of the employer:
 - i) Ensure the health, safety and welfare of our employees and contractors carrying out work or visiting the premises.
 - ii) Protect all other persons against risks to health or safety arising out of the activities of persons at work or having access to the premises.
 - iii) Control the keeping and use of dangerous substances.
 - iv) Provide a safe place to work, and a necessary means of access, with proper systems of work and safe equipment and plant, supported by information, training and supervision.
- b) We strongly encourage all partner schools to write a 'Health and Safety Policy'. This should be given to employees and displayed on the premises. The written statement should:
 - i) Describe the organization and who is responsible.
 - ii) Provide a general statement of policy on health and safety
 - iii) Describe the procedures of the policy - what are the hazards and the precautions for avoiding them.
 - iv) Be supplied to all employees

9.3 RISK ASSESSMENT

- a) An assessment of risk is a careful examination of what could cause harm to people, so that it is possible to decide whether enough precautions have been taken to prevent such risks or whether more steps need to be taken.
- b) The risk assessment format at the end of this section should aid your completion of the risk assessment of your school.

9.3.1 HEALTH AND SAFETY POLICY STATEMENT

School Name: _____

Address: _____

Date: _____

The policy of this school is to provide safe and health working conditions, equipment and methods of work for all our employees and to provide such information, training and supervision as they need for that purpose. We also accept our responsibilities for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters is set out below:

Signed: _____ Date: _____ Principal

Responsibilities:

The principal has the overall responsibility for health and safety at the school

Others (if any) responsible for specific areas:

Safety inspections: _____

Investigating accidents/ following the reporting procedures: _____

Monitoring maintenance of equipment: _____

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take responsible care of themselves and others. Any suspected hazards should be brought to the attention of the above responsible persons.

FIRST AID

The first aid box is located at: _____

Appointed person responsible

For the box is: _____

Accident record book is

Located in: _____

Trained first aid personnel: _____

FIRE SAFETY

Escape routes, fire alarms, & extinguishers well marked

Checked by: _____

FOOD PREPARATION (if relevant)

Equipment, food safety, cleaning standards

Checked by: _____

EMERGENCY NUMBERS

Fire: _____

Emergency/ambulance: _____

Police: _____

Health and safety

Inspectors Office: _____

RISK ASSESSMENT

HAZARDS Examples of areas of risk:

- a) Premises
- b) Waste disposal
- c) Office safety
- d) Kitchen area
- e) Checking equipment
- f) Dangerous substances
- g) Paints
- h) Cleaning materials

Protective clothing and equipment

- a) Gloves, safety goggles etc. not being used
- b) Safety in boats
- c) Clothing and equipment - rules for use
- d) Accident and injuries
- e) Correct response/action
- f) Reporting/recording procedures
- g) Gaining medical help
- h) Use of first aid box

Safe Working practices

- a) Working on pontoons or slipways
- b) Manual handling of heavy items
- c) Use of high pressure cleaner

HAZARD ANALYSIS

- a) Look only for hazards which can reasonably be expected to result in harm under normal conditions
- b) Use the following as a guide:
- c) Slip ways – surface
- d) Slipping, tripping – boat parks, pontoons
- e) Food preparation – cleaning etc
- f) Fire and explosion – premises, fuel
- g) Working at heights – masts
- h) Storage areas – litter, chemicals
- i) Use of tools and equipment
- j) Premises – electrical, wiring
- k) Premises – escape routes

LIST HAZARDS BELOW

PERSONNEL AT RISK ANALYSIS

Groups of people carrying out normal school business who may be at risk, for example the following:

- a) The public
- b) Cleaners
- c) Instructors and examiners
- d) Students under instruction
- e) Family groups

Pay particular attention to people with disabilities, visitors and beginners

LIST GROUPS BELOW

9.3.2 RISK CONTROL ANALYSIS

For hazards listed, do the precautions already in place at the school:

- a) Meet standards set by any legal requirement
- b) Comply with a recognized safety standard or code of practice
- c) Represent good practice
- d) Reduce the risks as far as possible

Have you provided?

- a) Adequate information, instructors or training to employees, students or visitors
- b) Adequate systems or procedures

If so, then the risks are controlled, but you may need to list the precautions you have in place

LIST PRECAUTIONS BELOW

ADDITIONAL RISKS CONTROL

What more can you do for those risks which are found to be not adequately controlled?

Give priority to those risks which affect large numbers of people and could result in serious harm:

Apply the following when taking further action:

- a) Remove the risk completely
- b) Try less risky option
- c) Prevent access to hazard
- d) Insist that protective clothing or safety equipment is used
- e) Provide adequate facilities

LIST PRECAUTIONS BELOW FOR RISKS NOT ADEQUATELY CONTROLLED
