

Course Completion Policy

Club Sail Pty Ltd

Trading as Superyacht Crew Academy (SYCA) and Sydney Maritime Institute (SMI)

Policy Title: STCW 95+10 Course Completion Policy

Policy Number: CCP_01

Version: 1.0

Effective Date: 25/07/2025

1. Purpose

The purpose of this policy is to set a clear maximum timeframe for students to complete the STCW 95+10 course delivered by Club Sail Pty Ltd trading as Superyacht Crew Academy and Sydney Maritime Institute.

2. Scope

This policy applies to:

- All students enrolled in the STCW 95+10 course
- All staff involved in student administration, training, assessment, and reporting
- All delivery modes (blended, online theory, and face-to-face practical components)

3. Policy Statement

Club Sail Pty Ltd requires all students enrolled in the STCW 95+10 course to complete all theory, practical training, and assessment components within twelve (12) months of their enrolment date.

This timeframe aligns with our standard course delivery model. Our internal policy sets a 12-month maximum to maintain training relevance, safety standards, and course quality.

4. Rationale

- STCW 95+10 is a safety-critical qualification that must be delivered and assessed against current maritime standards and equipment.
- Extended gaps between training sessions can lead to loss of knowledge and skills, particularly in emergency response and safety procedures.
- A 12-month maximum completion period ensures knowledge and skills remain current and that students complete all components in a cohesive program.

5. Responsibilities

Student Services / Administration

- Record each student's enrolment date.
- Monitor course progress and send reminders at 6-month and 9-month milestones.
- Notify students who have not completed by 12 months.

Trainers / Assessors

- Ensure students understand course timelines at enrolment and induction.
- Notify Student Services if a student's progress indicates risk of exceeding 12 months.

Compliance Manager

- Oversee adherence to the policy and include completion data in internal audits.

6. Extensions

- Students who cannot complete within 12 months due to extenuating circumstances (e.g. serious illness, injury, compassionate reasons) may apply in writing for an extension.
- Extensions may be granted at the discretion of the office Manager or CEO, for up to an additional 6 months, provided training currency can be maintained.
- Requests must be supported by appropriate documentation (e.g. medical certificate).
- Extensions beyond 18 months will not be granted; students will be required to re-enrol.

7. Non-Completion

Students who fail to complete the course within the required timeframe and have not been granted an approved extension will have their enrolment closed. Re-enrolment will be required, and additional fees may apply in accordance with the organisation's Fees and Refund Policy.

8. Records Management

- All communications relating to course completion timeframes, reminders, and extension approvals are to be recorded in the student management system (aXcelerate).
- Records will be retained in line with the organisation's Records Management Policy and the Standards for RTOs 2025.

9. Review

This policy will be reviewed every two (2) years, or earlier if RTO Standards change.