

INSTRUCTOR COURSES 2013

Information in this leaflet includes:

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Cruising Instructor Qualification

Conduct of Practical Courses

Yachtmaster™ Instructor Sail & Power

Qualifying Courses

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BOOKING CONDITIONS

Before booking on any of our Instructor courses please make sure you read, understand and are willing to comply with the following booking conditions.

1. Before booking, please satisfy yourself as to your suitability to the course you are attending. Please refer to the G27 or Instructor Courses booklet. If in any doubt please contact us.
2. The minimum age for all of the courses is 18.
3. A non-returnable deposit of £100.00 must be paid at the time of booking for qualifying courses. **We do not accept provisional bookings.** Bookings will only be confirmed once we have received your application form and payment.
4. Balance of fees is due 5 weeks before the start date of the course. If the balance of payment is not received at this time we reserve the right to re-sell the course. Bookings made within 5 weeks of the course start date must be paid in full.
5. The fee for updating and reassessment must be paid in full at the time of booking.
6. **Cancellation by the Applicant.** If more than 5 weeks notice is given, only the deposit or £100.00 of the fees will be forfeit. If notice is given less than 5 weeks before the start of the course, we will make every effort to fill your place, but you remain liable for the full amount. The course fee cannot be refunded for any reason once the course has been started.
7. **Cancellation by the RYA.** The full course fee, including deposit will be returned.
8. By booking on a course run by the RYA, you must accept these booking conditions.
9. **The RYA reserves the right to refuse to grant an instructor qualification to a candidate should that candidate have a restriction imposed on their commercial endorsement by the MCA. It is strongly recommended that instructor candidates obtain an up to date ML5 or ENG1 medical certificate prior to booking onto an instructor course. If your commercial endorsement has a restriction imposed on it by the MCA, you are advised to contact the RYA before booking onto an instructor course.**

QUALIFICATION OF PRACTICAL INSTRUCTORS

Principals of training centres

The Principal or Chief Instructor of a sailing centre shall hold a current Yachtmaster™ Instructor qualification for sail and/or power as appropriate.

Instructors

All Instructors teaching RYA practical courses must hold a Yachtmaster™ Offshore Certificate of Competence and either a Cruising Instructor or Yachtmaster™ Instructor qualification for the discipline they intend to teach. The Instructor Endorsement is valid for 5 years, after which time they should attend an RYA update.

What courses can I teach?

When teaching at an RYA Recognised Teaching Centre, instructors may teach up to the following levels of course;

RYA Cruising Instructors teach up to Day Skipper Practical.

RYA Yachtmaster™ Instructors teach up to Coastal Skipper Practical.

RYA Yachtmaster™ Instructors teach preparation courses for RYA/MCA Coastal Skipper and Yachtmaster™ examinations.

Qualifying Courses

Sail

Qualifying courses are of five days duration and are run by the RYA and the National Centres at Plas Menai, Cumbrae or on an RTC's vessel, given sufficient numbers.

Power

Qualifying courses are normally of three days duration and are organised by the RYA or on an RTC's vessel, given sufficient numbers.

Note: Cruising Instructor Courses can be run by RYA Training Centres or the RYA

Course eligibility and retirement

All RYA instructors working commercially require a Basic Sea Survival Certificate (RYA or STCW 95 equivalent) and a valid Medical Fitness Certificate. The medical certificate can be an ML5, ENG1 or a Seafarers Medical Certificate acceptable to the MCA.

Due to the arduous nature of practical training afloat, the recommended retirement age is 70. Instructors over 70, wishing to continue will be required to update every 2 years. All instructors will update by their 72nd year and then 2 yearly thereafter.

Instructor course retakes

Following a practical course, if a partial retake is required, candidates will be able to have two opportunities to pass before having to retake the whole course. There will of course be those candidates who will be required to retake the whole course again after the initial course, if necessary. Retakes are at the candidate's expense.

CRUISING INSTRUCTOR QUALIFICATION

Valid for Instructors teaching Start Yachting, Competent Crew/Helmsmans and Day Skipper practical courses at an existing RYA Training Centre.

Eligibility:

Current Commercial Endorsement (see RYA website)	Medical Fitness Examination
YM Offshore Certificate of Competence	accepted by the MCA typically
Valid First Aid Certificate (see RYA website)	ML5 or ENG1

A candidates ability and knowledge should be above the level of Yachtmaster.

Note: The first aid and commercial endorsement requirements apply to all potential and existing Cruising Instructors and Yachtmaster Instructors.

Validity: Valid for Instructors teaching Start Yachting, Competent Crew/Helmsmans and Day Skipper practical courses at an existing RYA Training Centre. The qualification is valid for five years. After five years the RYA Cruising Instructor must either attend an update with the RYA, or take a Yachtmaster Instructor Qualifying Course.

Assessment: The Cruising Instructor qualification is obtained by assessment. Most assessments follow a Cruising Instructor Training Course. The assessment must be conducted by the Centre Principal or Chief Instructor who has held a valid Yachtmaster Instructor Qualification for over two years and has a wide teaching experience. No more than two candidates may be examined in one day. Candidates will be assessed on their general suitability for instruction, as well as specific skills. A reassessment can be organised if the potential Cruising Instructor underperforms in a particular area.

If the RYA is not satisfied with the level of competency of the Cruising Instructor, it has the right to withdraw the qualification.

Syllabus: It is strongly recommended that a Cruising Instructor course is attended to learn how to instruct, debrief and show that technical skills are at the required standard. It is recommended that this course is a minimum of 2 days for Power or three days for Sail. Courses of 4-5 days are the norm for Sail Cruising Instructors. The course should be run by Yachtmaster Instructors with at least two seasons teaching experience, preferably someone who has had a part in the organisation and running of a RYA RTC. Attendance of a Cruising Instructor course and assessment does not guarantee a pass.

Knowledge

RYA Start Yachting, Competent Crew, Helmsman and Day Skipper Shorebased and Practical courses.

Understands:

- RYA program of courses and is in possession of the relevant G15/G18 and G27.
- Levels of competence required for award of certificates
- Duty of care
- Environmental protection issues
- Policies and procedures specific to the centre and commercial operation

Instructional Technique

Can:

- Set up tasks and teaching sessions appropriate to individual students.
- Brief clearly to all the crew or individuals.
- Ensure tasks are undertaken correctly and safely.
- Debrief accurately and provide achievable plan for improvement.
- Give convincing practical demonstrations of any part of the Start Yachting, Competent Crew/Helmsman course and Day Skipper Practical course, including the following:
- knots, sail handling and trim, man overboard, mooring, pilotage by day and night, IRPCS, basic meteorology, navigation above Day Skipper Practical standard, power handling, skippering ability including comprehensive knowledge of the yacht and its equipment.
- Explain clearly any part of the Competent Crew, Helmsman and Day Skipper Shorebased courses.

Safety

Has a personal standard and style of skippering which engenders confidence in beginners. Understands the instructors responsibility and Duty of Care to students. Can give a comprehensive safety briefing following the RTC's policy.

Understands:

- Centre's safety policy
- Accident reporting procedure
- Care of vessel

Personal Skills

Has the ability to welcome strangers on board and run a relaxed, happy ship.

Understands:

- How to gain feedback and deal with difficult customers and complaints
- The need for high personal standards

Paperwork: Before a Cruising Instructor course is run, the RTC should ensure the candidate has a RYA Yachtmaster Certificate with commercial endorsement. The assessor will complete and return to the RYA a Cruising Instructor Report Form (downloadable from the RYA website), the candidate's Yachtmaster Certificate, photo and an endorsement fee of £40 if the candidate is not a RYA member. The report sent to the RYA should mirror the candidate's debrief on the day.

YACHTMASTER™ INSTRUCTOR QUALIFYING COURSES

Eligibility:

Current Commercial Endorsement (see RYA website)
RYA YM Offshore Certificate of Competence
VHF (Restricted) Operators Licence
First Aid Certificate (see RYA website)
Cruising Instructor Certificate

Medical Fitness Examination
accepted by the MCA typically
ML5 or ENG1
More than 7000 miles

During the course each candidate's skippering ability is tested, particularly the skills of pilotage, boat handling and navigation. The candidate should be able to demonstrate any part of the Coastal Skipper syllabus in G15 or G18 and to explain any part of the Coastal Skipper/Yachtmaster™ Offshore Shorebased course.

The candidates will be taught how to conduct RYA courses and be shown some of the recommended techniques and some of the pitfalls to be avoided. The course will be similar in many ways to a normal training course with skippered passages, sessions on boat handling and navigation followed by debriefings. The emphasis is on how to instruct rather than how to skipper or crew a yacht.

Teaching potential is also assessed. Essentially this means being able to generate interest and communicate clearly on deck and around the chart. The best instructors are first class skippers who can run cheerful, well organised and instructional cruises.

Most problems and complaints from students on courses stem from inconsiderate and unsympathetic behaviour by the instructor. Living with different groups of strangers at close quarters calls for considerable reserves of fortitude and sociability. Instructors who are likely to upset their crews may be failed.

During and at the end of the course, each candidate is fully debriefed, given the reasons for pass or failure and an appraisal of strengths and weaknesses. This is intended to be a positive and constructive method of helping instructors to be self critical.

- Report of a medical fitness examination (form available from the RYA)*
- Original Yachtmaster or Coastal Skipper certificate (i.e. not photocopy)
- Fee

*Or outside the UK, the nationally approved equivalent.

INSTRUCTOR UPDATES

Although the primary purpose of the update is to ensure that all instructors are current and are appraised of developments in the RYA Training schemes, there is an element of assessment. Candidates should come prepared to deliver any section of the syllabi that they are able to teach. This will include both practical and theoretical instruction.

Any areas that require improvement will be highlighted to the Instructor. In some cases a reduced revalidation period will be the outcome and in extreme cases the issue will be referred to the RYA Training department for review.

Due to the arduous nature of practical training afloat, an Instructor Endorsement obtained or revalidated after the instructor's 67th birthday will require revalidation with effect from the instructor's 72nd birthday. An Instructor Endorsement obtained or revalidated after the instructor's 70th birthday will be valid for a period of two years.

CONDUCT OF PRACTICAL COURSES

Schools must issue RYA certificates on successful completion of RYA courses.

Sailing Courses

The pupil instructor ratio must not exceed 5:1.

The minimum duration for any course except Start Yachting is five days. This may be continuous or for Competent Crew and Day Skipper Courses, over three weekends or a two day-three day split. Either way the course should last a minimum of 116 hours. Coastal Skipper courses should, as far as possible, be five continuous days.

It is unacceptable for any boat to day sail from her home port throughout the course. The instructor should plan an itinerary, taking into account the ability of the crew, the weather conditions and the requirements to cover the syllabus in an interesting, varied and informative way.

The instructor should sleep on board for a minimum of four nights. During the course the yacht should sail a minimum of 100 miles. Each member of the crew should experience at least four hours of night watchkeeping.

Day Skipper and Coastal Skipper courses should be conducted on yachts between 7 – 15m.

Motor Cruising Courses

The pupil instructor ratio must not exceed 5:1.

The Helmsman's course shall last a minimum of two days. Day Skipper courses shall be at least four days. Coastal Skipper courses shall last five days. If the Helmsman's course and Day Skipper course are combined the duration of the combined course may be five days. The Helmsman's and Day Skipper course may be non-residential, but if so, evening theory sessions will be required each day to cover the syllabus.

Day Skipper and Coastal Skipper courses should cover a minimum of 100 miles and each member of the crew should experience at least four hours of night watch keeping. Coastal Skipper courses shall be residential, on board the vessel.

Courses in Non-Tidal Waters (Mediterranean, Baltic, Caribbean etc)

Competent Crew and Helmsman's course may be run in any coastal waters. For the purposes of schools operating in Gibraltar, Tidal Day Skipper and Coastal Skipper courses must be run West of a line joining Gibraltar to Ceuta. In the Baltic, Tidal Day Skipper and Coastal Skipper courses must be run West of a line joining the Skaw to Kristiansand. Non-tidal courses may be run in the Mediterranean, Baltic and in the Caribbean below the Tropic of Cancer.

INSTRUCTOR COURSES 2013

For RYA course details please contact Helen Byrne on 023 8060 4184 or
email helen.byrne@rya.org.uk

(Please note – we do not take provisional bookings on any of the courses)

YACHTMASTER™ INSTRUCTOR/CRUISING INSTRUCTOR QUALIFYING COURSES SAIL

RYA Courses (Note: Most RYA RTC's run cruising instructor courses)

£702.00 (RYA members) £748.00 (non-members)

YMI 1	10 th – 15 th February	Solent
YMI 2	03 rd – 08 th March	Solent
YMI 3	17 th – 22 nd March	South West
YMI 4	14 th – 19 th April	Solent
YMI 5	21 st – 26 th April	Solent
YMI 6	12 th – 17 th May	Solent
YMI 7	19 th – 24 th May	Solent
YMI 8	01 st – 06 th September	Solent
YMI 9	22 nd – 27 th September	South West
YMI 10	06 th – 11 th October	Solent
YMI 11	13 th – 18 th October	East Coast
YMI 12	03 rd – 08 th November	Solent
YMI 13	03 rd – 22 nd November	Solent

All courses start at 2000hrs Sunday and finish approximately 1600hrs Friday

RYA Scotland Sail Courses

17 th – 22 rd March	RYA Scotland
29 th Sep – 4 th October	Caledonia House
	South Gyle
	Edinburgh EH12 1UE
	0131 317 7388 or
	admin@ryascotland.org.uk

YACHTMASTER™ INSTRUCTOR/CRUISING INSTRUCTOR SAIL UPDATES

RYA Courses

£210.00 (RYA members) £255.00 (non-members)

UD 1	10 th – 12 th February	Solent
UD 2	12 th – 14 th February	Solent
UD 3	03 rd – 05 th March	Solent
UD 4	05 th – 07 th March	Solent
UD 5	22 nd – 24 th March	South West
UD 6	14 th – 16 th April	Solent
UD 7	16 th – 18 th April	Solent
UD 8	19 th – 21 st April	Solent
UD 9	12 th – 14 th May	Solent
UD 10	14 th – 16 th May	Solent
UD 11	30 th August – 1 st September	Solent
UD 12	27 th – 29 th September	South West
UD 13	06 th – 08 th October	Solent
UD 14	08 th – 10 th October	Solent
UD 15	18 th – 20 th October	East Coast
UD 16	03 rd – 05 th November	Solent
UD 17	05 th – 07 th November	Solent
UD 18	17 th – 19 th November	Solent
UD 19	19 th – 21 st November	Solent

Sail updates - 2000hrs first day to approximately 1300hrs last day

RYA Scotland Sail Updates

22nd – 24th March
4th – 6th October

RYA Scotland
Caledonia House
South Gyle
Edinburgh EH12 1UE
0131 317 7388 or
admin@ryascotland.org.uk

YACHTMASTER™ INSTRUCTOR/CRUISING INSTRUCTOR SAIL REASSESSMENTS

RYA Courses

£269.00 (RYA members) £315.00 (non-members)

R 1	17 th – 19 th May	Solent
R 2	15 th – 17 th November	Solent

Sail reassessments - 2000hrs first day to 1300hrs last day.

YACHTMASTER™ INSTRUCTOR/CRUISING INSTRUCTOR POWER QUALIFYING COURSES

RYA Courses

Non Residential

£665.00 (RYA members) £713.00 (non-members).

YMI (P) 1	04 th – 06 th March	Solent
YMI (P) 2	08 th – 10 th April	Solent
YMI (P) SC	18 th – 20 th April	Scotland
YMI (P) 3	02 nd – 04 th September	Solent
YMI (P) 4	14 th – 16 th October	Solent
YMI (P) 5	11 th – 13 th November	Solent

All courses start 1000hrs Monday and finish approx. 1600hrs Wednesday.
For Scotland please contact RYA Scotland 0131 317 7388 or admin@ryascotland.org.uk

YACHTMASTER™ INSTRUCTOR/CRUISING INSTRUCTOR POWER UPDATES

£165.00 (RYA members) £206.00 (non-members)

UD (P) 1	07 th March	Solent
UD (P) 2	11 th April	Solent
UD (P) 3	12 th April	Solent
UD (P) 4	16 th May	Solent
UD (P) 5	17 th May	Solent
UD (P) 6	05 th September	Solent
UD (P) 7	06 th September	Solent
UD (P) 8	17 th October	Solent
UD (P) 9	14 th November	Solent

Power updates – 1000hrs - 1800 hrs.

PRACTICAL SKILLS COURSES - POWER

£165.00 (RYA members) £206.00 (non-members)

These 1-day courses are an opportunity for bespoke coaching from the RYA training team. There is no formal assessment as the focus is skills development. They are ideal for those wishing to develop or refresh their skills.

Skills Power Course 1	15 th May	Solent
Skills Power Course 2	18 th October	Solent

RADAR INSTRUCTOR COURSES

This one day course is for all those wishing to instruct the RYA Radar Course.

Before undertaking this instructor course you must be experienced in the use of small marine radar and be sure that your knowledge is well in excess of the RYA Radar course.

£134.00 (RYA members)

£180.00 (non-members)

RI 1	Friday 15 th February	North West
RI 2	Friday 8 th March	Southern Area
RI 3	Friday 05 th April	Southern Area
RI 4	Wednesday 17 th April	Scotland
RI 5	Friday 11 th October	Southern Area
RI 6	Friday 15 th November	North West
RI 7	Friday 29 th November	Southern Area

Course runs from 0915hrs to 1830hrs approx.

For Scotland please contact RYA Scotland 0131 317 7388 or admin@ryascotland.org.uk

DIESEL INSTRUCTOR COURSES

All instructors (including those who are qualified marine diesel engineers) must attend a one-day training course/assessment by the RYA.

Potential instructors should have a good knowledge of the operation and maintenance of marine diesel engines. Candidates who come from an automotive background should be familiar with both direct and indirect marine cooling systems and salt water filtration.

£134.00 (RYA members)

£180.00 (non-members)

D 1	Saturday 09 th March	Southern Area
D 2	Saturday 06 th April	Southern Area
D 3	Tuesday 16 th April	Scotland
D 4	Saturday 12 th October	Southern Area
D 5	Saturday 30 th November	Southern Area

Course runs from 0930hrs to 1600hrs approximately.

For Scotland please contact RYA Scotland 0131 317 7388 or admin@ryascotland.org.uk

SHOREBASED INSTRUCTOR COURSES

This two-day course is primarily for those who are new to teaching the RYA Shorebased courses, although experienced instructors are also welcome to attend.

Successful completion allows the candidate to teach Shorebased Navigation up to and including Coastal Skipper/Yachtmaster™ Offshore Theory.

Candidates should hold the RYA/MCA Yachtmaster™ Offshore Certificate of Competence or be an Advanced Powerboat Instructor, and have successfully completed the Yachtmaster™ Shorebased Certificate in the last five years. Candidates knowledge should be well in excess of the Yachtmaster™ Shorebased certificate and are advised to work through the Shorebased papers that are sent out prior to the course.

Please note that courses are offered on the basis of previous demand. If your area is not covered then we can come to you to run a course if you have six or more people who wish to become qualified and suitable premises.

£233.00 (RYA members)

£279.00 (non-members)

SBI 1	11 th – 12 th February	North West
SB SC*	02 nd – 03 rd March	Scotland
SBI 2	16 th – 17 th March	Southern Area
SBI 3	18 th – 19 th March	Southern Area
SBI 4	15 th – 16 th April	Southern Area
SBI 5	17 th – 18 th April	Southern Area
SBI 6	25 th – 26 th May	Southern Area
SB SC*	27 th – 28 th July	Scotland
SBI 7	17 th – 18 th August	East Coast
SBI 8	14 th – 15 th September	Southern Area
SB SC*	25 th – 26 th October	Scotland
SB 9	13 th – 14 th November	North West

*For the Scottish courses please phone Brian Murdoch – 07917 356263 or e-mail brian.murdoch1@homecall.co.uk for further details.

Courses run from 0930hrs – 17300hrs on the first day and from 0900hrs – 1730hrs on the second day.

SRC ASSESSOR COURSES

Before applying for this course you should have a VHF Short Range Certificate and already be an RYA Instructor in another discipline; i.e. Shorebased, Cruising, Powerboat, Dinghy, Inland Waterways or Yachtmaster™ Instructor. Some other specialist groups may also be considered.

SRC Assessor courses are organised on a regional basis. A list of regional organisers and dates of courses currently available is set out below. Please contact the regional organiser to book places on courses and to discuss suitable dates for future courses in their regions. The course fee is currently

£237.00 (RYA members) £285.00 (non-members)

Brian Murdoch	09 th – 10 th March	Scotland
07917 356263 or	29 th – 30 th June	Scotland
<u>brian.murdoch1@homecall.co.uk</u>	14 th – 15 th September	Scotland

Christian Mach	13 th – 14 th February	North West
01407 861237 or	11 th – 12 th November	North West
07977 141302 or		
<u>c.mach@btinternet.com</u>		

Sara Hopkinson	21 st – 22 nd March	East Anglia
01473 780510 or	24 th – 25 th October	East Anglia
<u>sara@pinmillcruising.co.uk</u>		

Alison Noice	06 th – 07 th March	Poole
07968 713003 or	04 th – 05 th June	Poole
<u>alison@noice.info</u>	11 th – 12 th September	Poole
	27 th – 28 th November	Poole

Margaret Hart	26 th – 27 th March	Bristol Area
01446 734836 or	29 th – 30 th October	Bristol Area
07775 727614		
<u>magshart16@gmail.com</u>		

FIRST AID INSTRUCTOR COURSES

Applicants for the one-day RYA FA instructor course **must** hold the full 3 day First Aid at Work certificate, or an equivalent, as a minimum first aid qualification. Once qualified the FAW or another advanced first aid certificate must be kept in-date to continue instructing. **An RYA, or any other one day first aid course, will not be accepted.**

Doctors and nurses with recent appropriate acute experience, and paramedics are exempt from the need for a first aid qualification, but attending an RYA First Aid Course before coming on the instructor's course is highly recommended. Once retired and no longer practising a first aid certificate will be required after 3 years. All candidates must be aware of current first aid practices shown in the revised edition 9 of the St Johns/St Andrews/Red Cross First Aid Manual (published 2011).

In addition instructors need to appreciate the restrictions of first aid in the marine environment and recent, relevant boating experience is essential, and all applicants:

- **must** hold an SRC certificate
- **must** be an **RYA instructor** in another field, preferably practical.

The RYA Sea Survival course is also highly recommended.

In special cases applications from candidates who are not RYA instructors may be considered, but **do not apply until this has been agreed.**

£135.00 (RYA members)

£180.00 (non-members)

West Country:
(near Exeter) Thursday, February 07th
Thursday, November 21st

South:
(RYA House) Friday, January 25th
Friday, December 13th

East Anglia:
(near Ipswich) Wednesday, March 20th
Friday, May 31st
Wednesday, October 23rd

North West:
(Tarporley) Saturday, March 09th
Saturday, October 05th

North East:
(Middlesbrough) Saturday, April 06th
Saturday, August 31st

Scotland:
(Troon) Saturday, April 20th
Saturday, September 28th

For further details or an application form contact Sara Hopkinson, the RYA National First Aid Advisor, on 01473 780510 or sara@pinmillcruising.co.uk