



INSTRUCTOR COURSES 2010

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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.

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, Yachtmaster® Instructor or Yachtmaster® Examiner 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 medical issued by a National Maritime Authority.

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.

Potential instructors can attend an instructor course before they are 65. Any RYA Cruising Instructor can attend a Yachtmaster® Instructor course if they are over 65. All existing RYA practical instructors can attend a power or sail conversion course if they are over 65 years old.

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 candidates expense.

YACHTMASTER® INSTRUCTOR QUALIFYING COURSES

Eligibility:

64 years maximum age limit	Commercial Endorsement(see page 5)
RYA YM Offshore Certificate of Competence	Basic Sea Survival
VHF (Restricted) Operators Licence	Medical Fitness Examination
First Aid Certificate (see page 5)	(ML5 or ENG1) or medical
Cruising Instructor Certificate	issued by a National Maritime
More than 7000 miles	Authority

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.

CRUISING INSTRUCTOR QUALIFICATION

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

Eligibility:

64 years maximum age limit	Commercial Endorsement (see page 5)
YM Offshore Certificate of Competence	Basic Sea Survival
VHF/SRC Operator's Licence	Medical Fitness Examination (ML5 or ENG1)
First Aid Certificate(see page 5)	or medical issued by a National Maritime
	Authority

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:

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

Instructional Technique

Can:

- o Set up tasks and teaching sessions appropriate to individual students.
- o Brief clearly to all the crew or individuals.
- o Ensure tasks are undertaken correctly and safely.
- o Debrief accurately and provide achievable plan for improvement.
- o 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.
- o 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:

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

Personal Skills

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

Understands:

- o How to gain feedback and deal with difficult customers and complaints
- o 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.

COMMERCIAL ENDORSEMENT & PRE REQUIREMENTS

Instructors working on commercial vessels certificated under the Code of Practice must have a commercial endorsement to their Ocean or Offshore Yachtmasters certificate.

To obtain a commercial endorsement send the following to the RYA:

1. Copy of Sea Survival Certificate (issued following a one day course)*
2. Report of a medical fitness examination (form available from the RYA)*
3. Original Yachtmaster or Coastal Skipper certificate (i.e not photocopy)
4. Fee

*Or outside the UK, the nationally approved equivalent.

First aid

Instructors must hold one of the following:

RYA one day Small Craft First Aid Course

Ships Captains Medical Course

First Aid at Sea

First Aid at Work (St John's, Red Cross or St Andrew's)

Public First Aid (SJA, SAA)

Medical or nursing qualification or higher standard

Overseas: A First Aid Certificate issued by a National Authority

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 2010

For RYA course details please contact Sue Morgan on 023 8060 4184 or e-mail
sue.morgan@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)

£618.00 (RYA members) £661.00 (non-members)

YMI 1	14 th – 19 th February	Solent
YMI 2	14 th – 19 th March	Solent
YMI 3	21 st – 26 th March	South West
YMI 4	11 th – 16 th April	Solent
YMI 5	25 th – 30 th April	Solent
YMI 6	9 th – 14 th May	Solent
YMI 7	5 th – 10 th September	Solent
YMI 8	26 th September – 1 st October	South West
YMI 9	3 rd – 8 th October	Solent
YMI 10	17 th – 22 nd October	East Coast
YMI 11	24 th – 29 th October	Solent
YMI 12	7 th – 12 th November	Solent
YMI 13	21 st – 26 th November	Solent

All courses start at 2000hrs Sunday and finish approx. 1600hrs Friday

Plas Menai Sail Courses

11th – 16th July Plas Menai National Watersports Ctr
Caernarfon
Gwynedd LL55 1UE
01248 670964 or info@plasmenai.co.uk

Please contact Plas Menai for an application form and booking information

RYA Scotland Sail Courses

21st – 26th March RYA Scotland
3rd – 8th October Caledonia House
South Gyle
Edinburgh EH12 1UE
0131 317 7388 or chris.nichol@sportscotland.org.uk

Please contact RYA Scotland for an application form and booking information

YACHTMASTER® INSTRUCTOR/CRUISING INSTRUCTOR SAIL UPDATES

RYA Courses

£185.00 (RYA members) £228.00 (non-members)

UD 1	14 th – 16 th February	Solent
UD 2	16 th – 18 th February	Solent
UD 3	14 th – 16 th March	Solent
UD 4	16 th – 18 th March	Solent
UD 5	19 th – 21 st March	South West
UD 6	11 th – 13 th April	Solent
UD 7	13 th – 15 th April	Solent
UD 8	25 th – 27 th April	Solent
UD 9	27 th – 29 th April	Solent
UD 10	7 th – 9 th May	Solent
UD 11	3 rd – 5 th September	Solent
UD 12	24 th – 26 th September	South West
UD 13	1 st – 3 rd October	Solent
UD 14	15 th – 17 th October	East Coast
UD 15	24 th – 26 th October	Solent
UD 16	26 th – 28 th October	Solent
UD 17	7 th – 9 th November	Solent
UD 18	21 st – 23 rd November	Solent
UD 19	23 rd – 25 th November	Solent
UD 20	28 th – 30 th November	Solent
UD 21	30 th Nov – 2 nd December	Solent

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

Plas Menai Sail Updates

9th – 11th July

Plas Menai National Watersports Ctr
Caernarfon
Gwynedd LL55 1UE
01248 670964 or info@plasmenai.co.uk

Please contact Plas Menai for an application form and booking information

RYA Scotland Sail Updates

26th – 28th March
8th – 10th October

RYA Scotland
Caledonia House
South Gyle
Edinburgh EH12 1UE
0131 317 7388 or chris.nichol@sportscotland.org.uk

Please contact RYA Scotland for an application form and booking information

YACHTMASTER® INSTRUCTOR/CRUISING INSTRUCTOR SAIL REASSESSMENTS

RYA Courses

£237.00 (RYA members) £280.00 (non-members)

R 1	7 th – 9 th May	Solent
R 2	9 th – 11 th November	Solent

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

YACHTMASTER® INSTRUCTOR/CRUISING INSTRUCTOR POWER QUALIFYING COURSES

RYA Courses

Non Residential

£587.00 (RYA members) £630.00 (non-members).

YMI (P) 1	26 th – 28 th April	Solent
YMI (P) 2	6 th – 8 th September	Solent
YMI (P) 3	8 th – 10 th November	Solent

All courses start 1000hrs Monday and finish approx. 1600hrs Wednesday.

YACHTMASTER® INSTRUCTOR/CRUISING INSTRUCTOR POWER UPDATES

£145.00 (RYA members) £188.00 (non-members)

UD (P) 1	17 th March	Solent
UD (P) 2	18 th March	Solent
UD (P) 3	29 th April	Solent
UD (P) 4	9 th September	Solent
UD (P) 5	27 th October	Solent
UD (P) 6	28 th October	Solent
UD (P) 7	11 th November	Solent

Power updates – 1000hrs - 1800 hrs.

YACHTMASTER INSTRUCTOR SAIL COURSES AND UPDATES – AUSTRALIA

YMI #1	12 th – 16 th April
YMI #2	20 th – 24 th September
YMI Update	14 th – 15 th September

Please contact Sonia Robinson – sonia.robinson@yachting.org.au for booking information

OWN BOAT/SHOREBASED COURSE FEES

Schools can hire an examiner from the RYA at the following rates plus expenses (travel door to door expenses, flights, parking and down days). The examiner will not normally conduct a course for fewer than 3 candidates, except for reassessments.

Qualifying course - sail	5 days	£1210.00
Qualifying course - power	3 days	£927.00
Update/Reassessment	2 days	£515.00
Reassessment	1 day	£257.00
Shorebased Instructor course	2 days	£515.00
		+£28.00 per pack per person
Diesel/Radar Instructor course	1 day	£257.00
		+£8.00 per pack per person

Shorebased/Diesel/Radar courses are conducted for up to 6 candidates

SEA SURVIVAL INSTRUCTOR COURSE

£603.00 (RYA members) £646.00 (non members)

This course is non residential

11th – 14th October

Portland

Pre-entry Requirements

Candidates should hold:

- RYA or Merchant Navy Basic Sea Survival course or equivalent.
- RYA Yachtmaster® Instructor or Advanced Powerboat Instructor qualification.

Candidates who do not hold either of these qualifications may be accepted on their individual merits/experience.

If you are interested in attending this course please e-mail bethan.jenkins@rya.org.uk with your CV/resume for more information.

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.

£118.00 (RYA members)

£161.00 (Non members)

RI 1	Friday 19 th February	Poole
RI 2	Friday 30 th April	Poole
RI 3	Friday 29 th October	Poole
RI 4	Friday 19 th November	Poole

Course runs from 0915hrs to 1830hrs approx

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.

£118.00 (RYA members)

£161.00 (Non members)

D 1	Saturday 20 th February	Poole
D 2	Saturday 1 st May	Poole
D 3	Saturday 30 th October	Poole
D 4	Saturday 20 th November	Poole

Course runs from 0930hrs to 1600hrs approx

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.

To attend an Instructor Course to teach up to Coastal Skipper/Yachtmaster

Candidates should hold the RYA/MCA Yachtmaster® Offshore Certificate of Competence, 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.

To attend an Instructor Course to teach up to Day Skipper

Candidates should 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.

To attend an Instructor Course to teach the Basic Navigation and Safety

Candidates should hold an RYA Practical Instructors Certificate and at least a RYA Day Skipper Shorebased Course Completion Certificate. Candidates knowledge should be well in excess of the Day Skipper Shorebased certificate and are advised to work through the Shorebased papers that are sent out prior to the course. RYA Yachtmaster Instructors, Powerboat Trainers and existing shorebased Instructors can teach the course without further training.

Shorebased Instructors must be active and experienced small craft users who hold a Shorebased Instructor or Yachtmaster® Instructor qualification.

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.

£206.00 (RYA members)

£249.00 (Non members)

SB SC*	30 th – 31 st January	Scotland
SBI 1	15 th – 16 th February	Southern Area
SBI 2	17 th – 18 th February	Southern Area
SB 3	22 nd – 23 rd February	North West
SBI 4	26 th – 27 th April	Southern Area
SBI 5	28 th – 29 th April	Southern Area
SBI 6	15 th – 16 th May	Southern Area
SBI 7	21 st – 22 nd August	East Coast
SB SC*	28 th – 29 th August	Scotland
SBI 8	4 th – 5 th September	Southern Area
SB SC*	30 th – 31 st October	Scotland
SB 9	3 rd – 4 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 Saturday and from 0900hrs – 1730hrs Sunday.

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; ie Shorebased, Cruising, Powerboat, Dinghy 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 **£206.00 (RYA members) £249.00 (Non members)**.

Brian Murdoch 07917 356263 or brian.murdoch1@homecall.co.uk	27 th – 28 th March 26 th – 27 th June 25 th – 26 th September	Scotland Scotland Scotland
Christian Mach 01407 861237 or 07977 141302 or c.mach@btinternet.com	24 th – 25 th February 1 st – 2 nd November	North West North West
Sara Hopkinson 01473 780510 or sara.pinmill@rya-online.net	25 th – 26 th March 28 th – 29 th October	East Anglia East Anglia
Alison Noice 07968 713003 or alison@noice.info	3 rd – 4 th February 3 rd – 4 th June 7 th – 8 th September 29 th – 30 th November	Poole Poole Poole Poole
Margaret Hart 01446 734836 or 07775 727614	23 rd – 24 th March 26 th – 27 th October	Bristol Area Bristol Area

FIRST AID INSTRUCTOR COURSES

Applicants for this one-day course must hold the HSE First Aid at Work certificate, or an equivalent, as a minimum first aid qualification.

Doctors, Nurses (UKCC parts 1,2,7 or 12) with recent appropriate acute experience and paramedics are exempt from the need for a first aid certificate, but must be aware of current first aid practices as detailed in the Red Cross/St Johns/St Andrews First Aid Manual. Once retired and no longer practicing a first aid certificate will be required after 3 years.

In addition all applicants must hold a VHF or SRC certificate and are normally expected to be an RYA instructor in another field. Special cases may be considered. The RYA Sea Survival course is highly recommended for all potential first aid instructors.

Instructors must be able appreciate the restrictions of first aid in the marine environment and recent, relevant boating experience is essential.

£118.00 (RYA members)

£161.00 (Non members)

West Country:

Saturday March 6th
Saturday November 20th

South:

Friday January 29th
Thursday December 9th

East Anglia:

Friday February 26th
Friday June 4th
Wednesday October 27th

North West:

Saturday March 20th
Saturday September 25th

North East:

Saturday April 10th
Saturday October 30th

Scotland:

Saturday April 24th
Saturday October 2nd

Other dates will be organised as required.

Please contact Sara Hopkinson on 01473 780510 or e-mail at sara.pinmill@rya-online.net for further details, dates and an application form. The form is also on the website.