RYA Recognition Guidance Notes – SRC courses

Below are extracts from the RYA Recognition Guidance Notes relating specifically to offering the RYA Short Range Certificate Course. Please take time to read the full Guidance Notes before applying for RYA recognition.

These Guidance Notes are subject to change. The latest version can be found in the Guidance section of www.rya.org.uk/coursestraining/resources

Section 3: Shore-based Recognition

3.0.1 It is not normally the policy of the RYA to grant recognition to training centres for just one specialist subject e.g. Diesel Engine only .

3.0.2 The word Yachtmaster™ is registered as a trademark by the RYA and may be used to advertise the RYA qualification. Please contact the RYA if you require further information.

3.0.3 Centres offering classroom courses must provide suitable classroom facilities with adequate visual aids (whiteboard and projector as minimum). There should be adequate learning and teaching aids to ensure the syllabus is covered effectively.

3.0.4 The instructional time stated in this booklet, G15, G18 and G27 should be considered the minimum time required.

3.0.5 When qualified, all RYA instructors receive a letter of appointment or certificate which they should be able to produce to verify their suitability. If you are in any doubt about the suitability of someone's qualification to instruct a RYA Shorebased Course, please contact RYA Training who will be able to confirm this for you.

3.1.2 SRC Radio

Classroom training courses:

There must be no more than **12** students on each course.

The centre must provide either:
- An RYA-approved computer simulation programme **AND** at least one pair of training DSC radios with no more than 3 students per single radio/computer screen (for example 2 computer screens and one pair of radios for a maximum of 12 students) or:
- Training DSC radios with no more than 3 students per radio (minimum 1 pair), for example, 2 pairs of radios for a maximum of 12 students. Note: Training MMSI numbers allocated by OFCOM are 2 3 5 8 9 9 9 8 0 to 2 3 5 8 9 9 9 9 9 inclusive.
- A list of training radio suppliers and approved software is available in the Training Centre resources area of the RYA website.

Students must be provided with the SRC course pack containing the G31 VHF Handbook and course report/application form **before** the course.

Training and examination of a student must not be run by the same SRC Assessor. Classroom based training will therefore require two Assessors – one to run the training course and one to run the exam.

SRC exams must be preceded by the SRC training course, either classroom-based or online, and the licence application form completed accordingly.

Holders of the current RYA/MCA VHF certificate, or a UK aviation radio licence may apply for direct examination at a training centre, but will require the standard student pack including the RYA VHF Handbook and the report/application form. The RYA/MCA VHF certificate number or a photocopy of the aviation radio licence must be submitted with the application.

Training time must be a minimum of 10 hours.

For classroom based courses, this can include up to 3 hours of guided learning prior to the classroom session, using the G31 RYA VHF Handbook. The training centre must have a lesson plan showing the sessions that will be covered in the classroom. Clear instructions must also be given to students as to how much and what study they should complete at home prior to their course. If no guided learning is carried out prior the course, the classroom session must cover all 10 hours of teaching time.

An initial inspection will be carried out prior to new centres being granted recognition, with subsequent inspections to be carried out every 4–5 years, for which the centre will pay. Overseas centres will pay for the Inspector's travel/living expenses.

SRC courses may be subject to spot checks.

3.5 RYA Online Courses (RYA Interactive)

RYA online courses are run through the RYA Interactive website.

In order to take the courses, students must first book their course through a training centre. Training centres recognised to run these courses will have an area of the RYA Interactive site specifically assigned to them and their students, which can be branded to suit the centre within certain parameters.

Centres offering this form of training must first hold recognition as an RYA Recognised Training Centre**. In addition to the standard terms of RYA recognition** for the discipline(s) for which the centre is recognised, the following will apply:

3.5.4 Short Range Certificate (SRC) Course

Completing the online SRC course with reference to the G31 VHF Handbook, practice exam and familiarisation time prior the exam will satisfy the10 hour training time requirement.

The centre must be an RYA Recognised Training Centre for SRC courses, fulfilling all the criteria for classroom SRC courses, and able to offer the end of course exam using training radios in line with the ratios given for classroom training.

The centre must have a nominated SRC Assessor(s), who has completed the online SRC course themselves, as a point of contact for course students.

The amount of correctly qualified instructional help available to students must be scalable to cope with the maximum student numbers that can be accepted by the centre. The centre is responsible for informing the RYA if they have reached capacity and can accept no further students. The centre is also responsible for advising when student enrolments can re-commence.

Training centres should offer time for online students to familiarise themselves with the centre's training radios prior to their exam. The examiner may be present during this period and may answer operational questions relating to the specific equipment being used, **prior to the exam.**

A system must be in place for coaching students who struggle with the training course content. That coaching could be face-to-face, online or remote coaching, depending on the needs of the student. Reasonable levels of support must be available to students at no extra cost, so any additional help must not automatically be offered on a 'paid-for' basis. If face-to-face/classroom-based coaching takes place, it must not be carried out by the student's examiner.

Each student must be issued with the current student pack.

Training centres may upload additional relevant information to their RYA Interactive site but must make it clear whether the material is required information for the course syllabus or is optional extra information. All items relating to the core course content must follow the RYA syllabus.

3.6 Management of Courses and Tests for RYA Interactive Courses

3.6.1 The centre must have adequate systems in place to manage effectively the courses and tests which they offer including:

3.6.2 A system for monitoring and communicating with the students regarding progress through the course must be in place.

3.6.3 Clearly defined avenues of communication must be available between the student and the centre. Due to the nature of online training, it is expected that instructors will ordinarily provide a response to students' questions within 8 business hours. During periods of absence when the instructor cannot respond to questions within that time, a suitably qualified and experienced stand-in instructor must be available and able to respond to students within the required time.

3.6.4 Centres must have a system in place for monitoring and acting on student feedback.

3.6.5 Training centres must have their own website and be reasonably competent in the operation of web-based content in order to offer basic technical support to their students. The support documentation/online help provided to training centres must be referred to and the recommended solutions attempted before contacting the RYA for further advice.

3.6.6 A nominated instructor(s) for each type of course offered through RYA Interactive, who is appropriately qualified for the type(s) of course they are supporting. Instructors must be registered with one training centre only and may not support students enrolled for courses through other training centres. Instructors who do not hold the appropriate qualifications for the course must not be used to support students with the course content or subject matter.

3.6.7 Trading terms and conditions including a cancellation policy, a provision as to the maximum course completion period and a complaints procedure. It is suggested that the maximum course-completion period is no longer than 18 months from the date of purchase. (See section on "Withdrawal of recognition".)

3.6.8 Suitable guidance in course booking details to ensure that students are enrolled on a course or test suitable for their needs and current level of knowledge.

3.6.9 Guidelines as to the pace of the course or test and the overall commitment, including timings.

3.6.10 Clear explanation on what materials and equipment are supplied as course material and what the student is required to provide with approximate costs.

3.6.11 Courses run through RYA Interactive may be subject to spot checks.

3.7 Conditions of using the RYA Interactive Site

3.7.1 Centres which have been recognised by the RYA for RYA Interactive courses and who have paid the appropriate Site and Course hosting fees and commission are granted a licence to have a unique area created for their centre within the RYA Interactive website and to allow students of the centre to undertake RYA Interactive courses via this unique area. This licence shall expire on suspension, discontinuance or termination of such recognition (save as mentioned in the paragraph entitled Withdrawal of Recognition below). This licence is personal to the licensee that may neither assign it nor grant any sub-licences of the rights licensed to it.

3.7.2 The centre is responsible for informing RYA Training of any changes to instructional staff, links, images or contact details that need to be updated on the Site.

3.7.3 Only RYA Recognised Training Centres may publish links to the Site. If the centre links to the Site, it may only link to, but not replicate, the Site, subject to the conditions set out below:

3.7.4 The link is neither misleading nor deceptive and must fairly indicate the Site as the destination of the link.

3.7.5 The centre does not remove, distort or otherwise alter the size or appearance of the RYA logo.

3.7.6 The centre does not create a frame or any other browser or border environment around the Site, or in any way conceal that visitors are leaving the Site.

3.7.7 The centre does not in any way imply that the RYA endorses any products or services other than the RYA's own products and services.

3.7.8 The centre does not misrepresent its relationship with the RYA nor present any other false or misleading information about the RYA.

3.7.9 The centre does not otherwise use any of the trade marks displayed on the Site without the express written permission of the RYA.

3.7.10 The centre does not link from a website that it does not own.

3.7.11 The centre does not hold the RYA liable for any broken links produced on its site as a result of the RYA moving or deleting pages on the Site.

3.7.12 Any website from which the centre links to the Site does not contain any content that is distasteful, offensive or controversial, infringes any intellectual property rights or other rights of any other person or otherwise does not comply with all applicable laws and regulations.

3.7.13 Any materials that the centre posts on the site must relate to and enhance the course or test being offered and must not break the law, be abusive, pornographic, or sell the products or services of a third party.

3.8 Withdrawal of Recognition for RYA Online Courses

The standard conditions of withdrawal of recognition apply (See section 1.2.5 'Withdrawal of Recognition'). The RYA shall continue to allow access to the RYA Interactive website to existing students for a period equivalent to their maximum course completion period unless the RYA feels this is not appropriate in the specific circumstances.