

## Marine licence operator pre training information

L P Communication Pty Ltd trading as L P Communications is a Transport Safety Victoria (TSV) Accredited Training Provider (ATP) for Recreational Boat Operator and Personal Water Craft (PWC) training and assessment for licencing attainment.

### 1. ELIGIBILITY TO HOLD A MARINE LICENCE

To be issued with a marine licence, you must be **at least 12 years of age**.

If you are aged 12 years and less than 16 years you can only apply for a restricted marine licence and a restricted Personal Watercraft (PWC) endorsement. The holder of a restricted marine licence cannot be the master of a registered recreational vessel or a regulated hire and drive vessel while the vessel is:

- operating between sunset and sunrise
- operating at a speed of 10 knots or more or
- towing a person, another vessel or an object

When you reach the age of 16, the above restrictions will be removed. You will not need a new marine licence card until your restricted marine licence card expires

### 2. CERTIFICATE OF ATTAINMENT

When you have passed your marine licence knowledge test and/ or PWC endorsement test you will be issued with a certificate which is valid for 12 months. To have your marine licence issued you will need to attend a VicRoads Customer Service Centre and supply to the following:

- certificate issued by L P Communications
- application for a licence or permit form
- evidence of identity (100 Points)
- marine licence fee <https://www.vicroads.vic.gov.au/licences/licence-fees/marine-licence-fees>

### 3. COURSE FEES

- Boat only \$120
- Boat and PWC \$120 (when testing for both at the same time)
- PWC only \$ 60

These prices are subject to change at the discretion of the CEO.

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### 4. REFUNDS AND CANCELLATIONS

L P Communications generally will not receive or receipt monies owed for the course prior to commencement. Payment will be received at the location of training and a receipt of payment will be issued. If, on occasion payment has been received prior to course commencement, L P Communications will

- Refund all monies paid by the applicant in the event of cancellation by L P Communications
- Refund all monies paid in the event of cancellation by the applicant within 2 hours of proposed training
- Refund all monies paid in the event that an applicant declares that a transaction on a credit card account is unauthorised
- Refund all monies within 2 working days from cancellation by the applicant

### 5. COURSE LOCATIONS

All training and assessment is conducted in a professional training environment or at approved premises such as sporting clubs or companies. All venues will have access to amenities and suitable seating to meet the size of the venue and OHS requirements. Approved training sites are located in but not limited to

- Geelong (Belmont area)
- South Eastern Suburbs of Melbourne
- Ballarat
- Colac
- Rhyll, Blind Bight, Wonthaggi

You will be notified of the address of approved training sites at least 2 days prior to the programmed training day. These locations are subject to change at the discretion of the CEO.

### 6. PROGRAM ENROLMENT

All participants will be required to provide the following information and ID prior to commencement of the training and assessment.

- Full name (as it appears on the primary ID proof document)
- Current address (if different to what is documented on ID, must provide actual address)
- Date of Birth
- Proof of ID (see 'Evidence of Identity Documents')
- Authority to be contacted by MSV for feedback of program
- Contact details (phone or email) for MSV contact if agreed and for L P Communications to provide confirmation of enrolment.

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### 7. COURSE OUTCOME

Persons who have completed a TSV approved course and test and have been assessed as satisfying the requirements of all three *Units of Competency* of the TSV Maritime ATP Training Standards will be issued with the TSV Certification of Attainment.

### 8. COURSE DURATION

The expected duration or the training and assessment is at least 3.5 hours. This does not include administration, prior to and proceeding the program.

### 9. COURSE CONTENT

The units of competency for the program are:

- Carry out trip preparation and planning,
- Safely operate a mechanically powered recreational boat,
- Respond to boating emergencies and incidents.

They provide the recreational vessel and/or PWC operator knowledge of:

- basic understanding of waterway rules;
- awareness of boating safety;
- safe use of waterways;
- relevant local knowledge; and
- safe operation on water

### 10. ASSESSMENT

L P Communications has been provided with test papers for the Marine licence and the PWC endorsement by the Marine Licencing Authority.

The tests consist of the following:

- Four versions of the Marine Licence test,
- Four versions of the PWC test,

If you wish to practice before commencing the test, these test can be found at <http://transportsafety.vic.gov.au/maritime-safety/recreational-vessel-operators/powerboat/licensing/online-practice-test-for-the-victorian-marine-licence>

L P Communication must use the TSV test provided.

- The test must be administered as a closed book exam.
- Students must be supervised at all times during the test.
- Each participant must complete his/her test in isolation from other course participants, without discussion or interaction.

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- Where a participant identifies they have reduced language, literacy and numeracy skills, the assessor may read the assessment questions to the participant and record their answer.
- The PWC Test must be administered as a separate test to the Marine Licence test.

The instructor must score each test individually using the answer sheet provided. Successful applicants are required to attain a minimum score of:

- Vessel - 26 correct question out of a possible 30, or
- PWC - 13 correct questions out of a possible 15.

### 11. RE ASSESSMENT OR RE-SITTING THE TEST

Where an applicant is not successful in attaining the required number of correct questions they may be given the option to attempt a different version of the test. This may be attempted immediately following the first attempt.

Where an applicant is not successful on the second attempt they may not attempt the test again on the same day. The applicant will have the opportunity to practice the tests located at <http://transportsafety.vic.gov.au/maritime-safety/recreational-vessel-operators/powerboat/licensing/online-practice-test-for-the-victorian-marine-licence>

When they are ready to re sit the test they can contact their assessor to determine a time that is mutually agreeable by both parties, preferable during the next booking of group assessments.

### 12. EVIDENCE OF IDENTITY DOCUMENTS

When applying for the Training and Assessment at a TSV approved licence issuing provider, certification of satisfactory completion of the approved training, as issued by the Accredited Training Provider must be presented together with Evidence of Identity (EOI).

The EOI required is defined as a **photo licence OR multiple evidence of identity.**

#### Photo Licence

A photo licence means any Australian photo driver licence or photo learner permit which is current or expired by no more than 2 years.

#### Multiple Evidence of Identity

For transactions where multiple EOI is required it is necessary to provide:

- a primary evidence document (high quality evidence of who the applicant is),
- a secondary evidence document (to confirm the current use of the applicant's name in the community),
- evidence of change of name (where it differs between primary and secondary evidence documents)

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Primary and secondary evidence documents must be separate documents.  
All documents must be originals as supplied by the issuing authority (or copies certified by the issuing authority, a Justice of the Peace or a solicitor).  
One document must contain a signature of the applicant.

### Primary Evidence Documents - One of these documents:

- Australian passport,
- An overseas passport,
- Australian birth certificate or change of name certificate issued by the Registry of Births, Deaths and Marriages. Birth extracts and Commemorative birth certificates are not accepted,
- change of name certificate issued by the Registrar of Births, Deaths and Marriages,
- a document of identity issued by the Passport Office (usually issued to travelers to Norfolk Island),
- document of identity issued by the Australian Passport Office,
- Australian police force officer or Australian Defence Force photo identity card (excluding civilian staff),
- consular photo identity card issued by the Department of Foreign Affairs and Trade,
- Australian naturalisation or citizenship document issued by the Department of Immigration (read note 2),
- immigration papers (e.g. visa) issued by the Department of Immigration (read note 3),
- NSW Photo Card (issued by NSW RTA after 14 December 2005).

OR

One of these documents that is current or expired by no more than two years:

- Australian defence force photo licence, or
- Victorian firearm photo licence.

**AND**

**Secondary evidence documents** - In addition to one of the above primary evidence documents the applicant must provide one secondary evidence document from the following list:

- Medicare card,
- Pensioner Concession card,
- Department of Veteran's Affairs card,
- current entitlement card issued by the Commonwealth,
- student identity card,
- credit card or account card from a bank, building society or credit union,
- State or federal government employee photo ID card.

OR;

One of these documents that is current or no more than one year old:

- passbook or bank account statement,
- Telephone, gas or electricity bill.

OR;

One of these documents that is current or no more than two years old:

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- electoral enrolment card,
- armed services discharge papers,
- current Proof of Age card issued by Consumer Affairs Victoria,
- Current Victorian Driving Authority photo identity card.

### Evidence of change of name

The applicant will need one of the following documents if the name is different on the primary and secondary evidence documents:

- marriage certificate issued by a Registrar of Births, Deaths and Marriages in Australia,
- divorce papers (showing the name being reverted to),
- Deed Poll (issued before November 1986 in Victoria), or
- Change of Name Certificate (issued after November 1986 in Victoria).

#### Note 1

If the applicant is under 16 years of age the document (if issued before July 2004) may be in the name of a parent provided that the applicant is also listed on the document. The applicant's parent's licence must be sighted and the number recorded. If the parent does not hold a licence, a statutory declaration must be provided.

#### Note 2

If the applicant is under 18 years of age, the document may be in the name of a parent or legal guardian provided that the applicant is also listed on the document. The applicant's parent's licence must be sighted and the number recorded. If the parent does not hold a licence, a statutory declaration must be provided.

### 13. DISQUALIFICATION

Pursuant to regulation 30 of the Marine Safety Regulations 2012 (Vic) the following persons are not eligible to apply for a marine licence:

- A person who is disqualified from obtaining a marine licence, during the period of that disqualification
- A person who is the holder of a marine licence that has been suspended, during the period of that suspension
- A person who is disqualified from obtaining a licence or other authority to be the master of or to operate a recreational vessel under
  - (i) the law of another State or Territory, or
  - (ii) the law of another country,in circumstances which, if they occurred in Victoria, would have resulted in the person being disqualified from obtaining a marine licence in Victoria
- A person who is the holder of a licence or other authority to operate a recreational vessel issued by another State or Territory that has been suspended, during the period of that suspension

### 14. MEDICAL CONDITIONS

*Applicants should note that they will be required to meet the health requirements for operating a car, motorcycle or boat and this may include further testing where appropriate.*

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### 15. PRIVACY STATEMENT

This privacy statement applies only to recreational boat operator training and assessment services provided by accredited training providers (**ATP**) who have been granted ATP accreditation by the Director, Transport Safety to provide those services.

L P Communications is committed to protecting personal and sensitive information consistent with the principles set out in the *Privacy and Data Protection Act 2014* (Vic), and, if applicable, the principles set out in the *Privacy Act 1998* (Cth), and any other privacy law.

#### Personal Information

Personal information is information about you whether fact or opinion from which your identity could reasonably be ascertained.

#### Use and Disclosure of Personal Information

L P Communications requests you to provide personal information for the purpose of allowing L P Communications to provide recreational boat operator training and assessment services to you and for the Director, Transport Safety to manage or administer accredited training providers and undertake the functions relating to Marine Licences, or as required by law in regard to the Director's statutory obligations. L P Communications is required to protect and handle your personal information in accordance with the *Privacy and Data Protection Act 2014* (Vic). Personal information that is collected by L P Communications may also be used and disclosed to government agencies, departments and organisations (for example, Transport Safety Victoria or VicRoads), and to contractors whose duties require them to use it, in connection with managing or administering accredited training providers and undertaking functions relating to recreational boat operator licenses. Such agencies, departments and organisations are required to protect and handle your personal information in accordance with the *Privacy and Data Protection Act 2014* (Vic) or interstate privacy legislation.

Your personal information will not be used for training other persons. All persons and companies referred to in any examples in training materials provided by your accredited training provider are purely fictitious and any resemblance to existing persons or companies is purely coincidental.

#### Data Quality

L P Communications will seek wherever possible to ensure that the personal information it collects, uses or discloses is accurate, complete and up to date. In many instances L P Communications relies upon you to provide accurate and complete information and to advise L P Communications should your circumstances change over time.

#### Data Security

L P Communications takes all reasonable steps to protect your personal information from misuse, loss, unauthorised access, modification or disclosure and securely destroys or de-identifies personal information when it is no longer needed.

#### Transfer of Information Interstate

Government agencies, departments and organisations rarely transfer personally identifying information to organisations outside the state of Victoria, however this may occur in some circumstances where required or permitted by law. If transferred the information is afforded a substantially similar level of privacy protection it would receive in Victoria.

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### Access and Correction

You have a right of access to and correction of information about you. You may gain access to information about you that is held by L P Communications by contacting:

Joanne Cornelius, CEO [joanne@lpcomm.com](mailto:joanne@lpcomm.com)

You may have your personal information corrected with authentication and proof (where legislation does not prohibit correction) or a note of dissension from an opinion or view may be attached to a file where this is possible.

### Unique Identifiers

A unique identifier is a code consisting of alphabet characters and numerals (not the individual's name) that is applied to an individual, for example a drivers licence number. L P Communications does not assign, use or disclose unique identifiers to individuals unless it is necessary to do so to carry out one of its organisational functions efficiently and does not adopt an identifier assigned to an individual by another organisation for another purpose. Each certificate of attainment issued by L P Communications on behalf of Transport Safety Victoria will have a unique certificate number that will be assigned to you.

### 16. Complaints and Appeals

If you consider that your privacy has been breached or interfered or you wish to appeal an assessment decision, you can make a complaint by contacting:

Joanne Cornelius, CEO, [joanne@lpcomm.com](mailto:joanne@lpcomm.com)

Your complaint/appeal will be addressed within 48 hours, you will be contacted by the CEO, ensuring both parties will converse to gain agreement on a mutual and just process to meet the outcome that is agreeable for both parties. If this is unattainable then an independent third party will be introduced to mediate action requirements that would be required by both parties in an attempt to solve the issue at hand.

All meetings and conversations will be documented and recorded to ensure transparency for all stakeholders involved.

### 17. Continuous Improvement

L P Communications must apply continuous improvement processes to the delivery and ongoing management of Marine Licence training services to its clients. This requires demonstration at audit of continuous improvement activities undertaken which links feedback from participants and trainers to course improvements.

Any feedback would be most appreciated by all stakeholders. If you would like to provide feedback please contact Joanne at [joanne@lpcomm.com](mailto:joanne@lpcomm.com)