

ADMISSION & ENROLMENT

ADMISSION

New admission of applicant shall be done following the academy's mandatory requirements as stipulated below:

1. All new applicants **MUST** fill **SAS01A** Application for Admission Form.
2. All applicants **MUST** provide following document and information with **SAS01A** Form:
 - a) Two (2) passport size photos
 - b) Original or certified copies of birth certificate
 - c) Copy of Bio data page of passport (*for regional/ international applicants*)
 - d) TIN Letter or FRCA Joint Card
 - e) Academic transcripts – secondary school or tertiary qualification results
 - f) Medical Certificate and support letter (*if applicable*)
 - g) Letter from Employer and Curriculum Vitae (*if applicable*)
 - h) Affidavit Parental Consent form (*for applicant below 18 years of age*)

ENROLMENT

Enrolment of applicant shall be done following the academy's mandatory requirements as stipulated below:

1. All applicants **MUST** fill **SAS02** Enrolment Form.
2. All applicants **MUST** fill **QD-19** Indemnity Form.
3. All applicants **MUST** provide following document and information with **SAS02** Form:
 - a) Valid Medical Report which includes eye sight and colour blindness tests from certified medical practitioners and optometrist approved by MSAF.
 - b) Academic Results/ Qualifications as required per the minimum entry standard of the programme/ course.
 - c) Completed assignments of previous course of study (*where applicable*)
 - d) Approved Sea-time Assessment Form (page 2 – Declaration of Sea Service of MSAF Form No. 4 (refer to Appendix 1) (*where applicable*)
 - e) Seaman Employment Record Book (SERB) (*where applicable*)
 - f) All other necessary documentation and information as per the minimum entry requirements of the programme/ course.

MINIMUM ENTRY REQUIREMENTS

MAIN PROGRAMMES

DIPLOMA LEVEL

DIPLOMA IN NAUTICAL SCIENCE & DIPLOMA IN MARINE ENGINEERING

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. The candidate shall not be less than 18 years of age and not more than 22 years old at the time of closing applications.
2. The CEO, Head of Nautical Science/Head of Engineering reserves the right to waive the upper limit of the age requirement in a case of a candidate displaying exceptional capabilities.
3. The candidate must pass the Year 12 or Year 13 Examination with a minimum mark of 50% in English, Maths and Physics.
4. Be of height not less than 5'2". The CEO, Head of Academics, Head of Nautical Science/Head of Marine Engineering reserves the right to waive the height requirement in a case of a candidate displaying exceptional capabilities.

Other Consideration and Selection Criteria

The prospective candidate must:

- pass a written aptitude test set by the Academy
- be successful at the interview conducted by the Academy
- pass a Medical Fitness test and eyesight test
- be of acceptable BMI ratio
- show evidence of ability to pay the course fees

Written Aptitude Test

This test consists of questions made up of essay type, fill in the blanks and multiple choices formats.

The questions will test the candidate how interested he/she is in the chosen career; ability to understand written words, reason with numbers and ability solve mechanical problems.

Interview

The candidate will be interviewed by the academic staff with questions about ability to pay school fees, student's accommodation arrangements and travel to the Academy back.

Medical Fitness / BMI

Students must be of acceptable Body Mass Index (BMI) due to safety concerns when working on board vessels. Any concerns regarding BMI can be addressed to the CEO or Head of Academics at Fiji Maritime Academy.

6/6 vision in both eye and color blind test to the satisfaction of a MSAF approved doctor.

FMA Standards

Fiji Maritime Academy's vision is to be the premier Maritime Training Institute in the South Pacific Region. To achieve such a mission, it has been recognized that student discipline is of utmost importance.

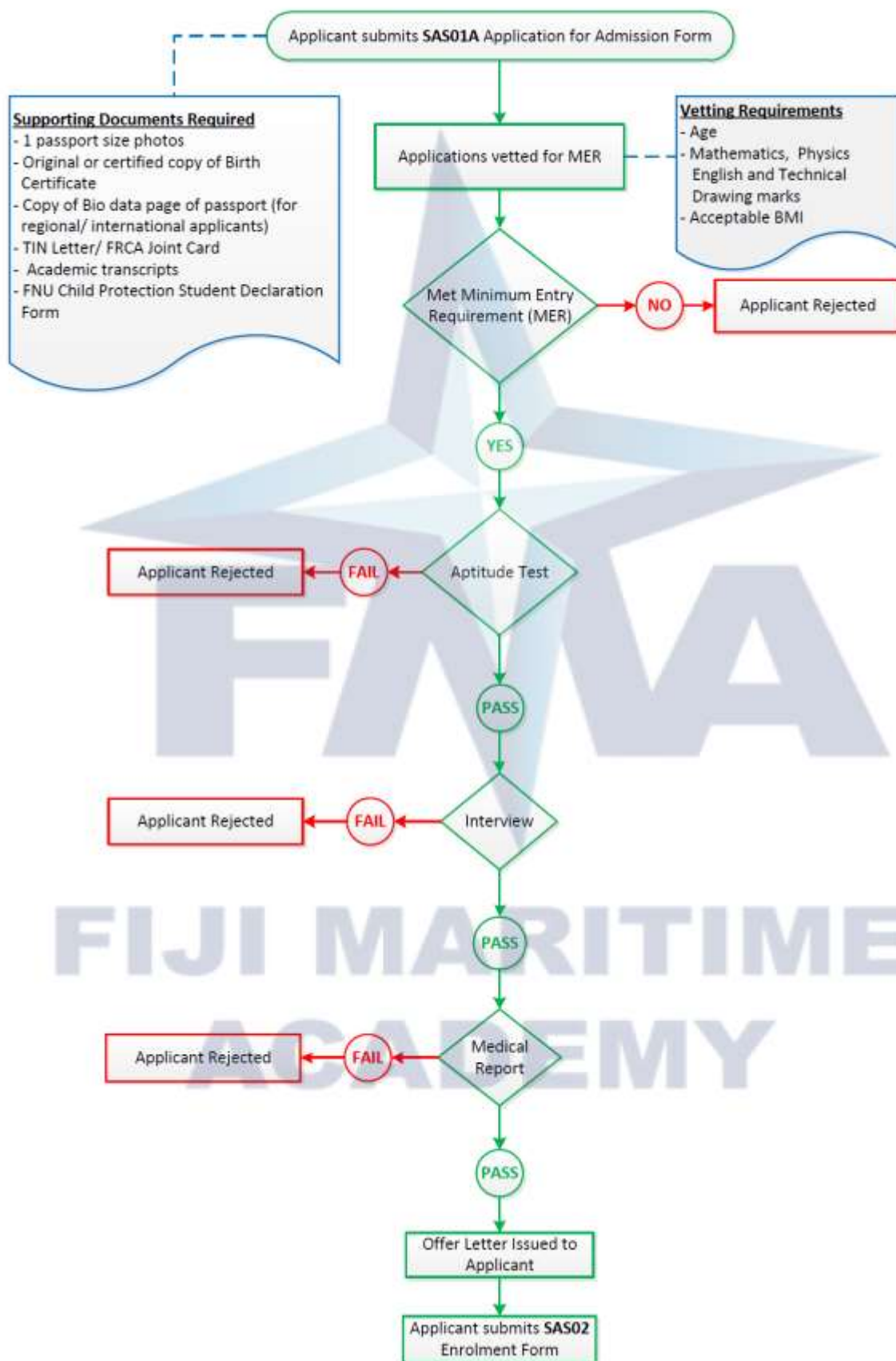
Students need to read and sign a code of conduct document before they commence any program.

FMA has introduced a strict dress code for all students attending the school as well as for visitors.

Punctuality and attendance of students will be recorded and only students who comply with the Academy regulation will be recommended to prospective employees.



FLOWCHART: NEW CADET INTAKE SELECTION PROCESS



UPGRADING COURSES

UPGRADING COURSE FOR NAVIGATION

CLASS 5 MASTER

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. Hold Basic Safety Certificate.
2. Approved Sea-time Assessment Form (page 2 – Declaration of Sea Service of MSAF Form No. 4).
 - a. Completed 36 months of approved seagoing service or;
 - b. Completed 24 months of approved seagoing service on ships of 80 gross tonnage or more whilst holding a Master/Engineer Class 6 or;
 - c. Completed 24 months of approved seagoing service on ships of 80 gross tonnage or more whilst holding a COC as Deck Watch Rating or;
 - d. Completed 6 months of approved seagoing service on ships of 80 gross tonnage or more whilst holding a COC as Able Seafarer Deck

CLASS 4 MASTER

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. Completed Class 5 Mater.
2. Approved Sea-time Assessment Form (page 2 – Declaration of Sea Service of MSAF Form No. 4)
 - a. Completed 12 months of approved seagoing service as a Watch keeping officer holding a COC not lower than a Master class 5

CLASS 3 MASTER

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. Completed Class 4 Mater.
2. Approved Sea-time Assessment Form (page 2 – Declaration of Sea Service of MSAF Form No. 4)
 - a. Completed 12 months of approved seagoing service as a Watch keeping officer whilst holding a COC not lower than a Master class 4 on ships of more than 500 gross tonnage or;
 - b. Completed 36 months of approved education (approved cadet training Programme) including 18 months sea service served on ships of more than 500 gross tonnage or;
 - c. Completed 12 months of approved seagoing service as a Watch keeping officer whilst holding a COC Deck watch keeper (near coastal Certificate) on ships of more than 500 gross tonnage.

UPGRADING COURSE FOR MARINE ENGINEERING

CLASS 5 ENGINEER

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. Hold Basic Safety Training Certificate.
2. Approved Sea-time Assessment Form (page 2 – Declaration of Sea Service of MSAF Form No. 4)
 - a. Completed not less than a 24 months of approved sea service on ships of 100 kW or more 18 months of the 24 months must be served on duties associated with engine Operation and 6 months of approved workshop or;
 - b. Have completed approved education and training of at least 24 months which includes 12 months of on-board training (on ships of more than 100 kW main propulsion power) or;
 - c. Completed not less than 12 months approved seagoing service on ships of greater than 100 kW engine power whilst holding a Certificate of Competency as Master/ Engineer Class 6 and completed not less than six months of approved workshop training or;
 - d. Completed not less than 12 months approved seagoing service on ships of greater than 100 kW engine power whilst holding a Certificate of Competency as Engine Watch Rating and completed not less than six months of approved workshop trainings or;
 - e. Not less than 6 months approved workshop whilst holding a Certificate of Competency as Able Seafarer Engine served on duties associated with engine operation.

CLASS 4 ENGINEER

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. Approved Sea-time Assessment Form (page 2 – Declaration of Sea Service of MSAF Form No. 4)
 - a. Have completed not less than 12 months approved seagoing service on ships of 250 kW or more as a watchkeeping engineer whilst holding a Certificate of Competency as an Engineer Class 5;
 - b. Have completed approved education and training of at least 36 months which includes 6 months on-board training (on ships more than 250 kW propulsion power machinery) which include on-board training documented in an approved training record book.

CLASS 3 ENGINEER

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. Hold Class 4 Engineer Certificate
2. Approved Sea-time Assessment Form (page 2 – Declaration of Sea Service of MSAF Form No. 4)
 - a. Have completed 12 months of approved seagoing service as a Watchkeeping Engineer whilst holding a COC as an Engineer Class 4 or;
 - b. Have completed approved education and training of at least 36 months which includes 6 months on-board training on ships of more than 500 kW main propulsion power machinery. On-board training must be documented in an approved training record book or;
 - c. Have completed 24 months approved shore based (slipways, dockyards, marine engineering workshops or boiler workshops) education and training documented in an approved training record book and;
 - d. Have served 12 months of approved sea going service in an engineering capacity on ships of more than 500 kW main propulsion power machinery.



SHORT COURSES

SAFETY & SURVIVAL

BASIC SAFETY TRAINING (PRE-SEA TRAINING)

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

All candidates shall provide their medical report from either MSAF approved medical practitioners or from any certified medical practitioners.

COURSES	MER
Proficiency in Fire Prevention & Fire Fighting	a) The candidate shall not be less than 16 years of age at the time of closing applications. b) The candidate must pass the Year 10 or Year 12 or Year 13 Examination with a pass in English.
Proficiency in Elementary First Aid	a) The candidate shall not be less than 16 years of age at the time of closing applications. b) The candidate must pass the Year 10 or Year 12 or Year 13 Examination with a pass in English.
Proficiency in Personal Survival Technique	a) The candidate shall not be less than 16 years of age at the time of closing applications. b) The candidate must pass the Year 10 or Year 12 or Year 13 Examination with a pass in English.
Proficiency in Personal Safety & Social Responsibilities	a) The candidate shall not be less than 16 years of age at the time of closing applications. b) The candidate must pass the Year 10 or Year 12 or Year 13 Examination with a pass in English. OR c) Employed seafarer whilst holding a certificate in Seafarers Designated Security Duties.

REFRESHER COURSE FOR BASIC SAFETY TRAINING

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. Previously completed Basic Safety Training Certificate prior to the STCW '78, as manila amendments 2010.

ADVANCED SAFETY TRAINING

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

All candidates shall provide their medical report from MSAF approved medical practitioners.

COURSES	MER
Proficiency in Advance Fire Fighting	a) The candidate shall not be less than 18 years of age at the time of closing applications. b) The candidate must pass the Year 12 or Year 13 Examination with a pass in English. OR c) The candidate must successfully completed Proficiency in Fire Prevention & Fire Fighting.
Proficiency in Medical First Aid	a) The candidate shall not be less than 18 years of age at the time of closing applications. b) The candidate must pass the Year 12 or Year 13 Examination with a pass in English. c) Hold Proficiency in Elementary First Aid Certificate or equivalent training certificate recognised by Fiji Maritime Academy.
Proficiency in Survival Craft other than Fast Rescue Boat	a) The candidate shall not be less than 18 years of age at the time of closing applications. b) The candidate must pass the Year 12 or Year 13 Examination with a pass in English. c) Hold all four (4) Basic Safety Training Certificates.
Proficiency in Personal Safety & Social Responsibilities	a) The candidate shall not be less than 18 years of age at the time of closing applications. b) The candidate must pass the Year 12 or Year 13 Examination with a pass in English.

REFRESHER COURSE FOR ADVANCED SAFETY TRAINING

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. Previously completed Advanced Safety Training Certificate prior to the STCW '78, as manila amendments 2010.

SPECIALISED TRAINING

PROFICIENCY IN SECURITY AWARENESS TRAINING

This course is open to Male or Female candidates and requires no academic qualifications.

PROFICIENCY IN SEAFARERS DESIGNATED SECURITY DUTIES

This course is open to Male or Female candidates and requires no academic qualifications.

PROFICIENCY AS SHIP SECURITY OFFICER

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. Approved seagoing service of 12 months or
2. Appropriate seagoing service and knowledge of ship's operation

PROFICIENCY IN PORTS FACILITY SECURITY OFFICER

The course is open for Port Managers and Supervisors.

CROWD CONTROL

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. Hold Basic Safety Training Certificate.

HANDLING DANGEROUS GOODS IN PORTS

PART A

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. The candidate shall not be less than 18 years of age.
2. No academic qualification is required as it is purely competent based training.
3. The candidate shall provide sponsor letter from their employers.

PART B

The course is primarily intended for personnel responsible for the cargo handling of packaged dangerous, hazardous and harmful cargoes (hereafter referred to as "dangerous goods") aboard ships and also intended for:

Shore-based personnel (including the competent authority) as well as those who:

- classify dangerous goods
- identify Proper Shipping Names of dangerous goods
- pack dangerous goods
- mark, label or placard dangerous goods
- load/unload cargo transport units
- prepare transport documents for dangerous goods

- offer dangerous goods for transport
- accept dangerous goods for transport handle dangerous goods in transport
- prepare dangerous goods loading/stowage plans load/unload dangerous goods into/from ships carry dangerous goods in transport
- enforce or survey or inspect for compliance with applicable rules and regulations
- or are otherwise Involved in the transport of dangerous goods as determined by the competent authority.

PART C

1. The candidate must submit a letter from his/ her employer as a confirmation that he/ she has a work experience in a position involving handling of dangerous goods as mentioned in **PART B**.
2. The candidate must submit a letter from his/ her employer as a confirmation that he/ she is intended to work in the area of dangerous goods and areas mentioned in **PART B**.

CERTIFICATE IN SMALL CRAFT OPERATIONS

BOAT MASTER'S COURSE

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. The candidate shall not be less than minimum of 16 years of age at the time of closing applications.
2. Shall hold Basic Safety Certificates (Pre-Sea Training Certificates). Those applicants who do not hold Safety Certificate shall either complete the Safety training course before completing Boat Masters course or complete upon completion of the Boat Masters course and before applying for oral examination at Maritime Safety Authority of Fiji.
3. Shall submit a valid certificate of medical fitness from any medical practitioners. The applicant must pass the Medical Fitness Test and the Eye Test, i.e. passing colour blindness test and having 6/6 vision.

OPERATE SMALL BOAT

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. The candidate shall not be less than minimum of 16 years of age at the time of closing applications.
2. Shall hold Basic Sea Safety Certificate.
3. Hold a valid medical certificate to work in the deck department (as per MSAF Format).

MARITIME FISHERIES

PREPARATORY COURSE FOR BASIC SEA SAFETY

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. Any person who wishes to take up a career at sea may apply, enrolment subject to complying and declaring current with required medical conditions.
2. Applicant must be of at least minimum 16 years of age.
3. Must be medically fit enough to participate in exercises

PREPARATORY COURSE FOR DECK HAND FISHING

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. The candidate shall not be less than 18 years of age and not more than 22 years old at the time of closing applications.
2. Attained Basic Sea Safety Certificate.
 - a) Personal Survival Techniques. Section A-VI/1-1 of the STCW Code
 - b) Elementary First Aid. Section A-VI/1-3 of the STCW Code
 - c) Fire Prevention and Firefighting. Section A-VI/1-2 of the STCW Code
 - d) Personal Safety and Social Responsibilities Section A-VI/1-4 of the STCW Code
3. Pass in Year 10 (Form 4) or equivalent.
4. Valid certificate of medical fitness and eye sight test certificate.

TANKER COURSES

BASIC TRAINING FOR OIL & CHEMICAL TANKER CARGO COURSE

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. The candidate shall not be less than 18 years of age.
2. No academic qualification is required as it is purely competent based training.
3. The candidate shall provide sponsor letter from their employers.

PART B

The course is primarily intended for personnel responsible for the cargo handling of packaged dangerous, hazardous and harmful cargoes (hereafter referred to as "dangerous goods") aboard ships and also intended for:

Shore-based personnel (including the competent authority) as well as those who:

- classify dangerous goods
- identify Proper Shipping Names of dangerous goods
- pack dangerous goods
- mark, label or placard dangerous goods
- load/unload cargo transport units
- prepare transport documents for dangerous goods
- offer dangerous goods for transport
- accept dangerous goods for transport handle dangerous goods in transport
- prepare dangerous goods loading/stowage plans load/unload dangerous goods into/from ships carry dangerous goods in transport
- enforce or survey or inspect for compliance with applicable rules and regulations;
- or are otherwise Involved in the transport of dangerous goods as determined by the competent authority.

PART C

1. The candidate must submit a letter from his/ her employer as a confirmation that he/ she has a work experience in a position involving handling of dangerous goods as mention in **PART B**.
2. The candidate must submit a letter from his/ her employer as a confirmation that he/ she is intended to work in the area of dangerous goods and areas mention in **PART B**.

SIMULATOR COURSES

GLOBAL MARITIME DISTRESS SAFETY SYSTEM – GENERAL OPERATOR’S CERTIFICATE

This course is open for those who wish to gain or enhance their knowledge in the use of GMDSS equipment in all sea areas. Their experience and qualifications will be assessed by HOD and their enrollment will be at the discretion of the HOD based on the minimum standards and requirements stipulated below:

1. The candidate shall not be less than 18 years of age.
2. Those that hold GMDSS ROC license (Master Class 5) and want to upgrade COC to Master 4 and above.
3. Those that completed Class 3 Master and preparing for Deck watch keeper Orals and beginning a career at sea as a Deck Watch keeping Officer.
4. Have knowledge in basic computer skills and basic knowledge of radio communication practice.

GLOBAL MARITIME DISTRESS SAFETY SYSTEM – RESTRICTED OPERATOR’S CERTIFICATE

This course is open for those who wish to gain or enhance their knowledge in the use of Simulator equipment. Their experience and qualifications will be assessed by HND and their enrollment will be at the discretion of the HND based on the minimum standards and requirements stipulated below:

1. The candidate shall not be less than 18 years of age.
2. Have knowledge in basic computer skills and basic knowledge of radio communication practice.
3. Those who hold Radio telephony license (RT) and want to upgrade COC to Master 5 and above.

GLOBAL MARITIME DISTRESS SAFETY SYSTEM – GENERAL OPERATOR’S CERTIFICATE (REVALIDATION)

This course is open to candidates of the following categories:

1. Entry to this course is open to all GMDSS – GOC Certificate Holders, duly issued by the National Administration, i.e. MSAF.

GLOBAL MARITIME DISTRESS SAFETY SYSTEM – RESTRICTED OPERATOR’S CERTIFICATE (REVALIDATION)

This course is open to candidates of the following categories:

1. Entry to this course is open to all GMDSS – ROC Certificate Holders, duly issued by the National Administration, i.e. MSAF.

BRIDGE RESOURCE MANAGEMENT

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. The applicant shall not be less than 18 years of age at the time of closing applications.
2. Participant should have sufficient nautical seafaring background.

ELECTRONIC CHART DISPLAY INFORMATION SYSTEMS

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. The course is designated both for candidates for certification as officers in charge of a navigational watch and for experienced nautical officers (class 5 & class 4) and other persons with responsible duties in navigation work, such as pilots.
2. Have experience in performing chart work and should be able to practice all usual tasks concerning standard navigational procedures and equipment. They should know about the functions and limitations of other navigational equipment.

ENGINE ROOM RESOURCE MANAGEMENT

This course is open to all candidates who comply with the minimum standards and requirements stipulated below:

1. Class 3, Class 4 or Class 5 Engineer Certificate of Competency issued by the Maritime Safety Authority of Fiji, approved seagoing service performing functions appropriate to the certificate held for a period of at least one year in total during the preceding 5 years before the application or;
2. Any other requirement that applies to the Certificates that MSAF stipulates.

ENGINE ROOM RESOURCE MANAGEMENT - AWARENESS

This course is open to all candidates who comply with the minimum standards and requirements stipulated below:

1. Any MSAF certificate from Class 4, Class 5 and Rating Certificate that may be required by MSAF.

RATING COURSES

PREPARATORY COURSE FOR DECK WATCH RATING

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. The candidate shall not be less than 18 years of age.
2. Hold Basic Safety Training Certificate.
3. Approved Sea-time Assessment Form (page 2 – Declaration of Sea Service of MSAF Form No. 4
 - a. Completed 6 months of approved sea going service.

PREPARATORY COURSE FOR ENGINE ROOM RATING

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. The candidate shall not be less than 18 years of age.
2. Hold Basic Safety Training Certificate.
3. Approved Sea-time Assessment Form (page 2 – Declaration of Sea Service of MSAF Form No. 4
 - a. Completed 6 months of approved sea going service.

PREPARATORY COURSE FOR ABLE SEAFARER DECK

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. The candidate shall not be less than 18 years of age.
3. Hold Deck Watch Rating Certificate.
4. Approved Sea-time Assessment Form (page 2 – Declaration of Sea Service of MSAF Form No. 4
 - a. Completed 12 months of approved sea going service.

PREPATRATORY COURSE FOR ABLE SEAFARER ENGINE

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. The candidate shall not be less than 18 years of age.
2. Hold Engine Room Rating Certificate.
3. Approved Sea-time Assessment Form (page 2 – Declaration of Sea Service of MSAF Form No. 4
 - a. Completed 6 months of approved sea going service.

CLASS 6 MASTER/ENGINEER – FULL FOR TERRITRIOL WATERS

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. The candidate shall not be less than 18 years of age.
2. Completed 12 months of approved sea service whilst holding a Basic Safety Training Certificate.

REFRESHER COURSES FOR DECK & ENGINEER OFFICER

REFRESHER COURSE FOR DECK OFFICERS – OPERATIONAL/ MANAGEMENT LEVELS

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. If seafarers **DO NOT HAVE** approved seagoing service performing functions appropriate to the certificate they hold, for a period of at least:
 - (i) 12 months in total during the preceding 5 years before application then;
 - (ii) complete a full approved Refresher and Updating course for their grade of certificate;

REFRESHER COURSE FOR ENGINEER OFFICER – OPERATIONAL/ MANAGEMENT LEVELS

This course is open to Male or Female candidates who comply with the minimum standards and requirements stipulated below:

1. Seafarers who **DO NOT HAVE** approved seagoing service performing functions appropriate to the certificate they hold, for a period of at least:
 - (i) Hold 12 months in total during the preceding 5 years before application then;
 - (ii) Complete a full approved Refresher and Updating course for their grade of certificate;