



Organisation of
Qualifications & Awards

Course Handbook

Certificate In Shipping Operations And Practices

www.oqa-uk.com



CERTIFICATE IN SHIPPING OPERATIONS AND PRACTICES

CONTENTS

	Page
Aims and Learning Outcomes	2
Entry Requirements	2
The Subjects	3
Duration of the Course	3
Examining Body	3
Exemptions	3
Assessment	3
Coursework assessments/assignments	4
Grading	4
Certificates, examination and assessment results, transcripts	4
Course outlines, learning outcomes and reading lists	
Practice of Shipping	5
Elements of Marine Insurance	9
International Trade and Finance	13
Maritime Transport Operations	16
Academic Integrity	19

CERTIFICATE IN SHIPPING OPERATIONS AND PRACTICES

Aims

Shipping a highly sophisticated and competitive industry that demands very experienced and adequately qualified personnel.

The course reflects the new and changing demands by providing learners with an in-depth coverage of the major aspects of the shipping operations and practices and also a sound knowledge of related management subjects.

The Certificate in Shipping Operations and Practices course is ideal for anybody already working in the industry and wishing to obtain the knowledge necessary for career progression. It is also suitable for learners wishing to increase their choices of entering the industry by obtaining a recognised qualification.

General Learning Objectives of the Course

On completion of the course learners will:

1. Have gained a detailed knowledge of the types of shipping organisations and their operations.
2. Be aware of geographical, economic, legal and operational factors, which affect maritime transportation.
3. Have an understanding of the organisational issues, which affect the transport of goods, with particular reference to shipping.
4. Have a clear understanding of the principles of marine insurance.
5. Be able to comment on the documentation required for the transportation of cargoes

Entry Requirements

1. Three GCSE's / GCE`O' levels and one `A' level or equivalent qualification, or,



2. An approved Foundation Certificate
3. Certificate or Diploma awards deemed to be equivalent to the above qualifications
4. A 5.5 score or above of an approved English Language Test or recognised school or college English Language Placement Test

Relevant experience is taken into consideration for students 21 years of age and over who have not completed any formal qualifications.

Subjects

1. Practice of Shipping
2. Elements of Marine Insurance
3. International Trade and Finance
4. Maritime Transport Operations

Duration of the course

The course can be completed in one academic term of full-time study or one academic year of part-time study. There is flexibility in the mode of study preferred by individual learners and there are no time restrictions for the completion of the course of study

Examining Body

Examination questions are set by the individual study centres and they are moderated by the Organisation of Qualifications and Awards (OQA). Course assignments are set by the individual study centres and they are moderated by OQA

Exemptions

Exemptions are on a subject-for-subject basis and may be awarded at the discretion of OQA provided applicants already possess a relevant qualification at an appropriate academic level.

Assessments

The overall assessment and grade will be through:



- A final 3 hour **written examination** in each subject which will represent 70% of the overall mark and
- 2 **written coursework assessments/assignments** which will represent 30% of the overall mark.

Students must achieve an overall pass mark of 40% in each subject in order to successfully complete the course and be awarded the **Certificate in Shipping Operations and Practices**

Coursework assessments

Coursework assignments can take the following forms:

- a) Mini **Case Study**: Learners are asked to comprehend and analyse the content of a particular case study and will be required to answer specific questions by using their analytical skills
- b) Mini **Project**: The mini project is usually prepared by the learner after selecting the subject and having the approval on the outline from the lecturer of the course and should be presented by the end of the course. It can be a written document or a PowerPoint presentation
- c) **Midterm Examination**: It is a type of examination that usually covers half the material of the course containing subjective and analytical questions.
- d) **Class tests**: Timed class tests on a particular topic can also be used to assess learners' progress and improve their examination technique

Grading

The subjects will be graded in the following way:

70%+	Grade A	Distinction
60%-69%	Grade B	Credit
45%-59%	Grade C	Pass
40%-44%	Grade D	Marginal Pass
0%-39%	Grade F	Fail

The classifications given above will not be evidenced on the qualifications but will be shown on the transcript against individual subjects.

Certificates, examination and assessment results and transcripts.

Upon successful completion of the course learners will be issued with the Certificate confirming the successful completion of the course and will also be issued a transcript with the grades achieved for each subject. Learners will also be advised of their examination results and course assessment at the end of each examination series so they have an official record of all examination results achieved



Unit title: Practice of Shipping

Unit code:

Level: Certificate- Level 4

Credits: 20

Main Aim(s) of the Unit

The main aim of this unit is to introduce learners to the operation of shipping lines with particular emphasis on shipping and port procedures. The unit will also introduce the requirements of different types of vessels and the approaches to be considered in order to discharge cargoes

Main Topics of Study

Terminology relating to the practice of shipping

Nautical words and phrases in common use
Abbreviations
Documentation

Concepts Relating to a Vessel

Stability
Buoyancy
Centre of gravity
Flotation

Ship Types and their Trades

Passenger vessels
General cargo ships
Bulk carriers
Tankers parcel carriers
Container ships
Ore carriers, and chemical tankers
Liquefied gas carriers



Tonnages and Load lines

Tonnages
Load lines
Free board loading scales
Calibration tables
Stowage of cargo
Load line zones
Fresh water allowance
Stowage factors
Stowage plans.

Loading, Stowage and Discharge of Cargo

Appliances in common use; contamination risks and their avoidance
Tallying and measuring cargo
Dry bulk carrier
Arrival and departure of ships
Custom procedure; documentation; names and duties of various port officials.

Personnel

Role of master.
Officers and crew and their respective duties
Manning scales
Training of crew members prior to joining vessel

Services performed by Shipping Organisations

International Association of Classification Societies
International Chamber of Shipping
International Federation of Freight Forwarders Associations
Lloyd's Register of Shipping
Nautical Institute
World Trade Organisation
Baltic Exchange
United Nations Conference on Trade and Development



Safety of Life at Sea

I.M.O, D.T. documents and regulations
Government and shipping organisations
MSC
MEPC.

Ports and their Facilities

Procedures followed by vessel entering and leaving port
Infra- structure of ports

Classification Societies and Communications

Function and background
INMARSAT
Inward/outward clearance

Learning Outcomes for the Unit

Upon successful completion of the course students will be able to:

- a. Describe the different types of trading ships and their work.
- b. Explain the significance of tonnages
- c. Describe the composition of a ship's crew and the methods adopted to ensure their safety.
- d. Describe the fundamental concepts of stability, buoyancy, centre of gravity and flotation
- e. Describe and account for the procedures adopted for ships entering and leaving port.
- f. Explain the principles of communication on board ship.
- g. Give an account of the nature and purpose of classification societies.
- h. Describe the services of shipping organisations



Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self-managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment methods which enable student to demonstrate the learning outcomes for the Unit:

Final Examination	70%
Coursework	30%

Indicative Reading for this Unit:

Main Text:

Elements of Shipping A. Branch, M. Robarts (Routledge)

Alternative Text and further reading:

Sea Transport P.M. Alderton (Thomas Reed Publications)

Guideline for Teaching and learning time (10 hours per credit)

50 hours	Lectures / Seminars / Tutorials / Workshops: Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.
50 hours	Directed learning: Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary
100 hours	Self-managed learning: Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.



Unit title: Elements of Marine Insurance

Unit code:

Level: Certificate- Level 4

Credits: 20

Main Aim(s) of the Unit

The main aim of this unit is to provide learners a clear knowledge and understanding of the principles of marine and general transport insurance markets and to familiarise them with the organisations involved in maritime insurance operations

Main Topics of Study

The Insurance Market

General introduction to insurance as related to transport
History and development of Marine Insurance and Lloyd's
Difference between Lloyd's and Company Insurance Markets.
Function and relationship of Underwriter and Broker
Method of effecting Marine Insurance.
Original slip
Broker's Cover Note.

Fundamental Principles of Marine Insurance

Indemnity
Insurable interest
Marine Insurance Act 1906.
Marine Insurance (Gambling Policies) Act 1909.
Over placing' and 'Oblige line'

Policies

Nature of Policies:
Main types

- Hull
- Cargo
- Freight



Specific purpose

- Valued/ unvalued
- PPI
- Open Cover (classification and 'Basis of Valuation' Clauses)
- 'Floating' (Certificate of insurance)

Reinsurance

The Institute Clauses- Time (Hull) and Cargo

The maritime perils. Excluded losses

General average

Partial Loss Total Loss – Active Constructive

Relevant factors:

- Notice of Abandonment
- Proximate Clause
- Valuation Clause
- Waiver Clause

Particular Average and General Average

York Antwerp Rules, 1974

General Average (relevant factors)

- Average Adjusters
- Average Bonds
- Average Contributions
- Average Deposits
- Average Statements

Other Extraordinary Maritime Expenditures

Salvage

'Sue and Labour'

Subrogation

Warranties

Express

Implied

The Institute Warranties



Miscellaneous Issues

Deviation and Delay
Returns of Premium
Protection and Indemnity Associations
Claims handling procedure
P and I clubs
Open Covers
Floating policies
Certificates of insurance

Learning Outcomes for the Unit

Upon successful completion of the course students will be able to:

- a. Provide an outline of the origins and history of marine insurance.
- b. Describe the purpose and function of the insurance markets.
- c. Describe the procedures whereby insurance is affected.
- d. Identify and explain the relevant Acts which provide the rules governing marine insurance.
- e. Explain the concepts of damage and loss and assess the implications.
- f. Outline the main features of average and extraordinary loss.

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.



Assessment methods which enable student to demonstrate the learning outcomes for the Unit:

Final Examination	70%
Coursework	30%

Indicative Reading for this Unit:

Main Text:

Reeds Marine Insurance, B. Jervis (MacMillan)

Alternative Text and further reading:

Marine Insurance Principles and Practice F.Templeman (Qureshi Press)
Marine Insurance Law O.Gurses (Routledge)

Guideline for Teaching and learning time (10 hours per credit)

50 hours	<p>Lectures / Seminars / Tutorials / Workshops:</p> <p>Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.</p>
50 hours	<p>Directed learning:</p> <p>Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc</p>
100 hours	<p>Self-managed learning:</p> <p>Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.</p>

**Unit Title** International Trade and Finance**Unit code:****Level:** Certificate- Level 4**Credits:** 20**Main Aim(s) of the Unit**

The main aim of this unit is to provide learners a clear understanding of the different type of risks associated with international trade and transport. It will also highlight the main methods of payment and financial options available to trade and transport organisations

Main Topics of Study**International Trade**

International trade practices
Product risks
Commercial risks
Business risks
Political risks
Currency risks
Financial risks

Methods of Payment

Bank transfers
Cheque payments
Documentation collection
Letters of credit
Counter trade
Bonds and guarantees
Structure of guarantees



Currency and Export Credit Insurance

Currency risks
Currency markets
Currency exposure
Private sector insurance market
Export credit agencies
Investment insurance

Trade Finance and Terms of Payment

Pre-shipment finance
Supplier credits
Buyer credits
International money market
International loans
Local currency finance
Terms of payment
Cash management
Contents of terms of payment

Learning Outcomes for the Unit

Upon successful completion of the course learners will be able to:

- a. Explain the basic principles and concepts of international trade
- b. Summarise the risks associated with international trade
- c. Explain the different methods of payment and risks associated with each option
- d. Describe the importance of the international currency market
- e. Understand the key principles associated with trade finance
- f. Comment on the terms of payment available to international trade organisations



Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment methods which enable student to demonstrate the learning outcomes for the Unit:

Final Examination	70%
Coursework	30%

Indicative Reading for this Unit:

Main Text:

Handbook of International Trade and Finance A. Grath (Kogan Page)

Alternative Text and further reading:

International Trade Finance P.Cowdell, D' Hyde (Financial World Press)

Guideline for Teaching and learning time (10 hours per credit)

50 hours	<p>Lectures / Seminars / Tutorials / Workshops:</p> <p>Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.</p>
50 hours	<p>Directed learning:</p> <p>Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc</p>
100 hours	<p>Self-managed learning:</p> <p>Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.</p>

**Unit Title** Maritime Transport Operations**Unit code:****Level:** Certificate- Level 4**Credits:** 20**Main Aim(s) of the Unit**

The main aim of this unit is to provide learners with a clear understanding of the shipping environments and different modes of operation and organisation. Learners will also appreciate the requirements of different type of cargoes and will be in a position to explain the key services provided by ports worldwide

Main Topics of Study**Types of ships**

Number and classification of ships

Tonnage

Passenger ships

Cargo ships

Container ships

Ro/Ro ships

Bulk carriers

Power measurement and fuel consumption

The Crew

Typical duties of crew members

International seafarers

How crew sizes are regulated

Crew training

Types of cargo

Pre-shipment planning

Stowage plan

Stowage and discharge

Bulk cargo

Deck cargo

Dangerous cargoes



Cost and Freight rates

- Cost classification
- Daily running costs
- Freight rates
- Administration costs

World Tonnage

- Supply of shipping
- National merchant fleets
- Maritime policy
- Flags of convenience

Dry cargo, tramp and tanker markets

- Ship chartering options
- Charters forms
- Voyage estimating
- Arbitration
- Tanker market and tanker chartering

Liner market, multimodal transport and safety issues

- Typical shipping company organisation
- Conferences, consortia and alliances
- Logistics and international transport
- Economies of safety
- Salvage
- Safety and environmental issues

Ports

- Classification of ports
- Types of port ownership
- Port development
- Port labour
- Port charges
- Ship canals



Learning Outcomes for the Unit

Upon successful completion of the course students will be able to:

- a. Explain the requirements of different type of cargoes
- b. Describe the services of different type of ports
- c. Explain the purpose of flags of convenience.
- d. Identify types of vessels and their role in international shipping
- e. Prepare voyage estimates
- f. Understand the principles of chartering
- g. Identify international canals and their impact on world trade
- h. Comment on the principle of freight rate structure and influencing factors

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment methods which enable student to demonstrate the learning outcomes for the Unit:

Final Examination	70%
Coursework	30%



Indicative Reading for this Unit:

Main Text:

Reeds Sea Transport Operations and Economics P. Alderton (Adland Coles Nautical)

Alternative Text and further reading:

International Maritime Transport H. Leggate (Routledge)
Shipping Business Unwrapped O. Dury (Routledge)

Guideline for Teaching and learning time (10 hours per credit)

50 hours	<p>Lectures / Seminars / Tutorials / Workshops:</p> <p>Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.</p>
50 hours	<p>Directed learning:</p> <p>Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc</p>
100 hours	<p>Self-managed learning:</p> <p>Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.</p>

ACADEMIC INTEGRITY

CHEATING

Cheating on exams or other work submitted in fulfillment of course requirements will result in disciplinary action. Cheating discovered during an exam will result in the exam being collected and the student being dismissed and a FAIL grade will be awarded. Students will be allowed to re-sit the failed examination in a future examination period

PLAGIARISM

Plagiarism is the presentation of someone else's ideas or words as your own. Paraphrasing or extensive rewriting of another's work is still plagiarism if credit is not given to the author and a citation of where the information can be found is not listed. This also applies to ideas or words borrowed from the Internet.

A learner who presents plagiarized work will be awarded a FAIL grade but will be allowed to re-submit the work at a later date.

UNAUTHORIZED COLLABORATION

Collaborating on mini projects, case studies or other academic exercises without prior approval is considered unauthorized collaboration and will be awarded a FAIL grade. Learners who want to confer or collaborate with one another on work for academic credit should seek prior approval from the awarding body or from the study centre.

FALSIFICATION

Learners who misrepresent material or fabricate information in an academic exercise or assignment (false or misleading citations, falsification of experiments or computer data) will be awarded a FAIL grade and will be asked to re-submit their work.

Course Handbook

Certificate In Shipping Operations And Practices



Organisation of
Qualifications & Awards

www.oqa-uk.com