

Coastguard Boating Education Certificate in Domestic Maritime Operations (CIDMO) enrolment criteria.

- A candidate must have a contract with a maritime related organisation that offers access to commercial vessels and certificated skippers *or* demonstrable evidence that you have reliable and continual access to commercial skippers and vessels that afford you the opportunity to perform the required minimum 200 hours (and complete the tasks). This is the equivalent of 25 eight hour days on board.
- The Certificate in Domestic Maritime Operations is a preparatory qualification for sitting a commercial skipper's Certificate of Competency (SRL) with MNZ. As a potential skipper of a commercial vessel our requirement is that CIDMO candidates achieve a minimum of 80% in the Boatmaster written assessment (see Note 1). If you are in any doubt about your ability to complete the Boatmaster course to this standard we would advise you to enrol and complete the course before enrolling in the CIDMO programme. You will receive a rebate in the CIDMO programme fee if you take this option.
- As a level 4 programme, graduates should be able to "demonstrate the self-management of learning and performance under broad guidance" (NZ Qualifications Framework). Due to the amount of self-directed and distance learning it is important that candidates have appropriate levels of numeracy and literacy to study independently.
- The programme duration is 46 weeks. You should aim to complete the programme within this timeframe. If you do not feel confident that you can complete the course within this period we do not recommend enrolment in this programme.
- An extension to the programme is available in extenuating circumstances and should be made in writing to the Training Manager Commercial. An additional fee applies (\$250 for a 3 month period).
- The Training Record Book (TRB) is a large, complex document and forms an integral component in confirming a candidate's competency. CBE must approve your TRB to award the CIDMO qualification. Should CBE require additional evidence to substantiate a candidate's competency, you may need to undertake remedial work to your TRB and additionally CBE reserves the right to conduct an oral (capstone) exam (in a similar format to the MNZ oral) to verify competency.
- SRL exam. The Maritime NZ examination guidelines state: "The examination will be conducted in the English language and the examiner will need to be satisfied with your level of understanding of English. This includes sufficient understanding with respect to the performance of duties. If the examiner is not satisfied with your level of understanding, the examination may be halted".
Therefore it is important that candidates are confident and competent in English.
Note. Students will be required to pay a re - assessment fee for any modules that they are required to undertake for a third time.

I _____ understand and accept the conditions of enrolment and have received a copy of the Learner Handbook.

Signature

Date

Certificate in Domestic Maritime Operations (Restricted Limits) Level 4 Enrolment Form 2018

PO Box 91322, Victoria Street West
Auckland

0800 40 80 90
09 376 4775
info@boatingeducation.org.nz

INSTRUCTIONS Please read the instructions below carefully before you complete this Enrolment form.

The purpose of this Enrolment form is to obtain from you the information we need to enrol you into a qualification at our organisation. We also need to collect information from you which are required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions.
- Signing the form.
- Attaching to the form additional documentation that is required for Ministry of Education funding purposes. A description of the required documentation is provided on page 5 of the form.

A PROGRAMME DETAILS			
1	Name of Programme	NZ CIDMO(Restricted Limits) L4	<i>Office Use</i>
	Qualification Start Date:		
	Qualification End Date (if known):		
2	Have you studied at CBE before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Do you intend to study:	Part time <input type="checkbox"/>	Full time <input type="checkbox"/>
4	Please tick the modules you wish to complete this year:		
	<input type="checkbox"/> Boatmaster	<input type="checkbox"/> Inboard Engine Maintenance	
	<input type="checkbox"/> MRROC	<input type="checkbox"/> Outboard Engine Maintenance	
	<input type="checkbox"/> Radar	<input type="checkbox"/> Legal and MOSS	
	<input type="checkbox"/> GPS	<input type="checkbox"/> Working Safely on Commercial Craft	
<input type="checkbox"/>	I intend to apply for Recognition of Prior learning for any of the modules		
B PERSONAL DETAILS (as shown on your birth certificate or passport)			
Please PRINT your legal name. This name will appear on any award.			
5	Family Name:		
	Given Name(s):		
6	Preferred first name:		
	Previous name(s) known by:		

7	If you have previously enrolled at this organisation under another name, what was that name?					
8	Preferred title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other (Specify):
9	Date of birth:	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	10	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
11	If you know your NSN (National Student Number), please write it here. If you answered Yes to question 2, you MUST fill in this section.		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
12	Citizenship and Residency: You may need to supply evidence of residence or citizenship	<p>Tick the box which best describes your citizenship:</p> <p><i>New Zealand Citizen</i> <input type="checkbox"/> NZL</p> <p><i>Australian Citizen</i> <input type="checkbox"/> AUS</p> <p><i>Other</i> <input type="checkbox"/></p> <p>If "Other", Please specify your Country of Citizenship (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.):</p> <p>Country of Citizenship: _____</p> <p>Tick the box if you have New Zealand Permanent Residency Status:</p> <p><i>New Zealand Permanent Resident</i> <input type="checkbox"/> NZP</p> <p>During your time studying in this qualification will you be resident in New Zealand or overseas?</p> <p><i>In New Zealand</i> <input type="checkbox"/> <i>Overseas</i> <input type="checkbox"/></p> <p>Please also specify your fee/assistance status.</p> <p><i>Domestic Student</i> <input type="checkbox"/> 00</p> <p><i>NZAID Student</i> <input type="checkbox"/> 01</p> <p><i>International Fee-Paying Student (including people on current work visa)</i> <input type="checkbox"/> 03</p> <p><i>Student on a recognised exchange scheme</i> <input type="checkbox"/> 04</p> <p><i>Foreign Research Based Post-Graduate</i> <input type="checkbox"/> 06</p> <p><i>Visiting military personnel, diplomatic staff or family, persons associated with Antarctic Programme</i> <input type="checkbox"/> 08</p> <p><i>International On-Shore PhD student</i> <input type="checkbox"/> 09</p> <p><i>International student doing ITO off-job training</i> <input type="checkbox"/> 12</p> <p><i>Refugee or protected person whose application for residence is being processed OR a person who has made a claim to be recognised as a refugee or protected person and holds a valid temporary visa</i> <input type="checkbox"/> 13</p> <p><small>Note: 00 for NZL, NZ Permanent Resident and AUS students, but only if NZ Permanent Residents and AUS students are resident in NZ during the time studying in this qualification.</small></p>				

16	<p>¹Disability:</p> <p>Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential.</p> <p><i>If yes, how would you describe your impairment, disability or long term medical condition:</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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C CONTACT DETAILS

17	Home Address and contact details:	<p><i>Home Address:</i></p> <p><i>Street Address:</i></p> <p><i>Suburb:</i></p> <p><i>Town/City:</i></p> <p><i>Post Code:</i></p>	<p><i>Postal Address/Address while studying: (if different from home address)</i></p> <p><i>Street Address:</i></p> <p><i>Suburb:</i></p> <p><i>Town/City:</i></p> <p><i>Post Code:</i></p>
		<p><i>Phone: ()</i></p> <p><i>Fax: ()</i></p> <p><i>Email:</i></p>	

¹ The completion of this section is not compulsory

D DOCUMENTATION	
	<p>To qualify as a domestic student, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand. You must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:</p> <ul style="list-style-type: none"> ▪ Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue. ▪ New Zealand passport. ▪ A statement of Whakapapa, including date of birth, countersigned by a kaumatua. ▪ Certificate of citizenship or letter of confirmation. ▪ Overseas passport with residency stamp. <p>You can bring the original documentation to the Enrolment desk, alternatively please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court Register or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public trust, or local authority employee designated for this purpose. When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.</p> <p>International students must bring their passport with them when they enrol.</p> <p>Please note that your name, date of birth and residency as entered on this Enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information on National Student Index please see: http://www.minedu.govt.nz/NZEducation/EducationPolicies/TertiaryEducation/ForTertiaryEducationInstitutions/NationalStudentIndex.aspx</p>
18	<p>Please list here all documents that you have attached to this Enrolment form. Documents should be securely stapled to the back of the form.</p>

E

IRD NUMBER COLLECTION FOR STUDENT LOAN INTEREST WRITE-OFF

19 Do you currently have or will you have a Student Loan this year?

- **No** – please go to the next section

- **Yes** – **please insert your IRD number** (see notes for more information on interest write-off)

□□□-□□□-□□□

Interest Free Student Loans and other Interest Write-offs

On 1 April 2006, legislation was introduced to make student loans interest free for borrowers living in New Zealand.

Completing your IRD number is voluntary. This is requested so the Ministry of Education can share information with IRD regarding Student enrolments. If you choose to provide your IRD number on the Enrolment form this will be included with your Enrolment details and will be reported to the Ministry of Education.

For more information on interest free student loans, visit www.ird.govt.nz/studentloans.

F ACADEMIC INFORMATION			
20	Secondary School:	What was the name of the last secondary school you attended? State "overseas", if applicable. _____	Office Use
		What was your last year at secondary school? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have. Tick only one box. <i>No formal secondary qualifications</i> <input type="checkbox"/> 00 <i>14 or more credits at any level</i> <input type="checkbox"/> 11 <i>NCEA Level 1 or School Certificate</i> <input type="checkbox"/> 12 <i>NCEA Level 2 or 6th Form Certificate</i> <input type="checkbox"/> 13 <i>University Entrance</i> <input type="checkbox"/> 14 <i>NCEA Level 3 or Bursary or Scholarship</i> <input type="checkbox"/> 15 <i>Overseas qualification (includes International Baccalaureate & Cambridge Exams)</i> <input type="checkbox"/> 09 <i>Other</i> <input type="checkbox"/> 98 <i>Not Known</i> <input type="checkbox"/> 99 Please specify if "Overseas qualification" or "Other".	

21	Tertiary Study:	Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes. No <input type="checkbox"/> Yes <input type="checkbox"/> If you answered "No", please enter the name of the organisation you studied at and the year of your first Enrolment: Name: _____ Year: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		What year do you expect to complete the academic requirements of your course/s in order to graduate with your qualification? Year: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

G DECLARATION

Privacy – Coastguard Boating Education collects and stores information from this form to:

- ❖ manage the business of Coastguard Boating Education (including internal reporting, administrative processes and selection of scholarship and prize winners)
- ❖ comply with the requirements of the Education Act 1989 and other legislation² relating to maintenance of records
- ❖ supply information to government agencies and other organisations as set out below.

In signing this Enrolment form you authorise such disclosure on the understanding that Coastguard Boating Education will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires Coastguard Boating Education to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <http://www.privacy.org.nz>

Supply of information to government agencies and other organisations

Coastguard Boating Education supplies data collected on this form to government agencies, including:

- ❖ the Ministry of Education
- ❖ the New Zealand Qualifications Authority
- ❖ the Tertiary Education Commission
- ❖ the Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans)
- ❖ Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents)
- ❖ agencies who support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

Those agencies use the data collected from tertiary education organisations to:

- ❖ administer the tertiary education system, including allocating funding
- ❖ develop policy advice for government
- ❖ conduct statistical analysis and research.

Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.

The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 1993.

When required by law, Coastguard Boating Education releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

Fees – In signing this Enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. Coastguard Boating Education's policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

Rules – In signing this Enrolment form you undertake to comply with the published rules and policies of Coastguard with regard to attendance, academic integrity and progress, conduct and use of information systems.

²This includes legislation governing the maintenance of official records and for accountability for public funding.

Declaration – I declare that to the best of my knowledge all the information supplied on, and with, this Enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

_____/_____/_____
Signature Date

➤ **Please make sure that you sign your Enrolment form above** ◀

Office Use Only Documentation	Approved	Entered
_____/_____/_____ _____/_____/_____	_____/_____/_____ _____/_____/_____	_____/_____/_____ _____/_____/_____

Fee Payment

Depending upon the number of modules undertaken, charges will consist of Module Tuition Fee, Mentoring Fee and administration charges.

In the case of RPL a reduction in fee may be applicable, please contact jason.rowledge@boatingeducation.org.nz

Total course cost is \$2,450.00 (incl. GST)

Payment Options:

- ❖ Direct Credit our bank details are:
RNZCFBES Ltd Westpac Bank
030275 0506801 00 please use your name and CIDMO as the reference.
- ❖ Or provide a Purchase Order attached to this Enrolment form.
- ❖ Or pay by credit card below

Please find enclosed payment for above.		Visa / Mastercard
Card no. _____	_____	CSV _____
Expiry date ____/____/____	Cardholders Name: _____	
Amount: \$ _____	Cardholders signature _____	