

Application for Authorisation as an Invigilator to examine for the marine radio operator certificates of proficiency and satellite endorsement .

Instructions for Completion

This form allows interested persons to apply to be an OMC invigilator for the following examinations:

- Long Range Operator Certificate of Proficiency (LROCP)
- Short Range Operator Certificate of Proficiency (SROCP)

If the special requirements are met, it may also cover Marine Satellite Communications Endorsement (MSCE see reverse of form).

New Application:

Re Application:

Up Date of Details:

Release of Information for Publication

An agreement between the Australian Communications and Media Authority (ACMA) and the University of Tasmania (UTAS); delegates the powers to issue certificates of proficiency under subsection 122A (1) of the *Radiocommunications Act 1992 (Cth)* (the 'Act'). The Australia Maritime College (AMC), an institute of UTAS, provides the service for issuing certificates. *The Privacy Act 1988 (Cth)* (the Privacy Act) imposes obligations on the ACMA in relation to the collection, security, quality, access, use and disclosure of personal information. These obligations are detailed in the Australian Privacy Principles. As the delegate of the ACMA for the purpose of issuing marine radio certificates of proficiency, these obligations also apply to AMC.

AMC may collect personal information if it is reasonably necessary for, or directly related to, one or more functions or activities as delegated by the ACMA. The purpose of the collection of the personal information in this application form is to act as an invigilator for the examination of marine radio certificates of proficiency and the Marine Satellite Communications Certificate of Endorsement. This information is required to ensure that certificates of proficiency issued under subsection 121 (1) of the Act are compliant with the Radio Regulations of the International Telecommunication Union. The AMC will not use the information for any other purpose, nor will we disclose it, unless we have your consent or we are otherwise permitted to do so under the Privacy Act. Further information on the Privacy Act and the ACMA Privacy policy is available at www.acma.gov.au/privacypolicy or may be accessed from www.amc.edu.au/privacy-policy. The Privacy policy contains details about how you may access personal information about you that is held by the AMC, or seek the correction of such information. AMC contact details are located at the top of this form. It also explains how you may complain about a breach of the Privacy Act and how we will deal with such a complaint. In accordance with the Privacy Act, if you require your contact details to be published on the AMC website **you must give permission**. Please indicate with a mark your response.

I permit the release of my contact details on the OMC website .

Yes

No

A—Applicant Details

Surname (please print):

Given Names:

Mr.: Ms.: Other:

Date of Birth:

Please supply at least one contact detail

Phone : ()

Mobile:

Email address :

Fax number:

Postal Address (for examinations and books)

State: Postcode:

B—Applicant Agreement to abide by the Invigilator Guidelines issued by the Office of Maritime Communications (refer amcom.amc.edu.au—Invigilator Information)

I agree to abide by the Office of Maritime Communications, Invigilator Guidelines (included practical component August 2017).

Signature of Applicant:

Date:

Trainer in radio operations? Y/N

Holder of a Certificate IV in training and assessment? Y/N

C—Details of Organisation Nominating Invigilator

Parts C and D to be completed when applicant is nominated by an organisation to invigilate examinations conducted by that organisation.

Name of Organisation:

Postal address:

State:

Postcode:

D—Details of Official Approving Nomination

Given Names:

Surname:

Title/Position:

Work Number: ()

Sign:

Date:

OMC Office use only

Date received:

Authorised:

Date Dispatched:

NOTE: After a three year period, authorisation for all invigilators will expire: 30 June 2020
(Reapplication forms will be sent to all active invigilators prior to expiry—please make sure your contact details are current)

E— Please give an indication of the reason why you are applying to be an invigilator. Please attach references, identification or certificates that may assist in assessing your application.

F— Invigilator Authorisation

All invigilators will be issued with an ID card with their picture on it as a Certificate of Authorising Invigilator status.

There is no fee but please send a photo. The card will degrade with use and exposure. Some plastics will react with the card and it will break if sat on. For protection laminating the card maybe an option.

G— Photograph

Either a:

- passport size photo with your name clearly printed on the back; or
- An emailed JPEG file designated with your name.



H—Marine Satellite Endorsement (MSCE or SATCOM) Do not complete this section if you do not fulfill the requirements.

To be completed only when applicant is seeking authorisation to invigilate MSCE examinations.

Authorisation for the MSCE will only be granted to invigilators/trainers where their organisation agrees to provide training utilising:

1. at least one fully operational Inmarsat-C terminal (or simulation of) and at least one personal computer with Inmarsat-C software; and
2. Instruction by a person holding an equivalent or higher qualification, at least a SROCP with a MSCE or a **current** GMDSS Operators Certificate of Proficiency (1st class Radio Electronics, 2nd Class Radio Electronic or General Operators). Please supply a copy with this application.

Yes, additional authorisation for the MSCE is requested. We agree to conditions (1) and (2) above.

Signature of Applicant:

Signature of Organisation Official

Date:

Date:
Title/Position: