The Australian Maritime College (AMC) is committed to a high quality vocational training experience.
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal’s welcome</td>
<td>2</td>
</tr>
<tr>
<td>Meet our fleet</td>
<td>3</td>
</tr>
<tr>
<td>MV bluefin</td>
<td>3</td>
</tr>
<tr>
<td>Reviresco</td>
<td>3</td>
</tr>
<tr>
<td>Stephen brown</td>
<td>3</td>
</tr>
<tr>
<td>Competency based training</td>
<td>4</td>
</tr>
<tr>
<td>Learning</td>
<td>4</td>
</tr>
<tr>
<td>Learning expectations and strategies</td>
<td>4</td>
</tr>
<tr>
<td>Online environment</td>
<td>4</td>
</tr>
<tr>
<td>Prior knowledge and/or skills</td>
<td>5</td>
</tr>
<tr>
<td>Recognition of prior learning (RPL)</td>
<td>5</td>
</tr>
<tr>
<td>Credit transfer</td>
<td>5</td>
</tr>
<tr>
<td>Assessment</td>
<td>6</td>
</tr>
<tr>
<td>Assessment results</td>
<td>6</td>
</tr>
<tr>
<td>Students who miss an assessment</td>
<td>6</td>
</tr>
<tr>
<td>Flexible forms of assessment</td>
<td>6</td>
</tr>
<tr>
<td>Use of dictionaries during assessments</td>
<td>6</td>
</tr>
<tr>
<td>Access to student records and participation</td>
<td>6</td>
</tr>
<tr>
<td>Student evidence collection - privacy</td>
<td>6</td>
</tr>
<tr>
<td>Review of results and appeals</td>
<td>6</td>
</tr>
<tr>
<td>Student misconduct</td>
<td>7</td>
</tr>
<tr>
<td>Issuing your qualification or statement of attainment</td>
<td>7</td>
</tr>
<tr>
<td>Student feedback</td>
<td>7</td>
</tr>
<tr>
<td>Specific attendance/performance requirements</td>
<td>7</td>
</tr>
<tr>
<td>Access and equity</td>
<td>8</td>
</tr>
<tr>
<td>Fees &amp; charges</td>
<td>8</td>
</tr>
<tr>
<td>Fees</td>
<td>8</td>
</tr>
<tr>
<td>Refund policy</td>
<td>8</td>
</tr>
<tr>
<td>Privacy</td>
<td>8</td>
</tr>
<tr>
<td>Further information and assistance</td>
<td>9</td>
</tr>
<tr>
<td>Unique student identifier (USI)</td>
<td>10</td>
</tr>
<tr>
<td>What is a USI?</td>
<td>10</td>
</tr>
<tr>
<td>Who needs a USI and why?</td>
<td>10</td>
</tr>
<tr>
<td>AMC contact</td>
<td>10</td>
</tr>
<tr>
<td>Getting to AMC</td>
<td>10</td>
</tr>
<tr>
<td>Accommodation</td>
<td>10</td>
</tr>
<tr>
<td>Parking</td>
<td>10</td>
</tr>
<tr>
<td>Residential parking permit</td>
<td>10</td>
</tr>
<tr>
<td>Bus</td>
<td>10</td>
</tr>
<tr>
<td>Lunch</td>
<td>10</td>
</tr>
<tr>
<td>Work health and safety (WH&amp;S)</td>
<td>10</td>
</tr>
<tr>
<td>Beauty Point and Bell Bay personal protective clothing policy</td>
<td>11</td>
</tr>
<tr>
<td>Purpose</td>
<td>11</td>
</tr>
<tr>
<td>Duty of care</td>
<td>11</td>
</tr>
<tr>
<td>Definitions</td>
<td>11</td>
</tr>
<tr>
<td>Exceptions</td>
<td>11</td>
</tr>
<tr>
<td>Levels of PPE</td>
<td>11</td>
</tr>
<tr>
<td>Signage</td>
<td>12</td>
</tr>
<tr>
<td>Implementation of the Policy</td>
<td>12</td>
</tr>
<tr>
<td>Questions</td>
<td>12</td>
</tr>
<tr>
<td>AMC Beauty Point campus workplace health and safety information for students</td>
<td>12</td>
</tr>
<tr>
<td>Amenities</td>
<td>12</td>
</tr>
<tr>
<td>Beauty Point Personal Protective Clothing Policy</td>
<td>12</td>
</tr>
<tr>
<td>Emergencies</td>
<td>12</td>
</tr>
<tr>
<td>Environmental issues</td>
<td>13</td>
</tr>
<tr>
<td>First Aid</td>
<td>13</td>
</tr>
<tr>
<td>Hearing protection</td>
<td>13</td>
</tr>
<tr>
<td>Lock out tag out</td>
<td>13</td>
</tr>
<tr>
<td>Manual handling and lifting gear</td>
<td>13</td>
</tr>
<tr>
<td>Parking</td>
<td>13</td>
</tr>
<tr>
<td>Reporting of hazards and incidents</td>
<td>13</td>
</tr>
<tr>
<td>Safe Start Kiosks</td>
<td>13</td>
</tr>
<tr>
<td>Security</td>
<td>13</td>
</tr>
<tr>
<td>Signing in and out</td>
<td>13</td>
</tr>
<tr>
<td>Smoking policy</td>
<td>13</td>
</tr>
<tr>
<td>Stephen Brown – Emergencies onboard</td>
<td>14</td>
</tr>
<tr>
<td>Workplace health and safety tools</td>
<td>14</td>
</tr>
<tr>
<td>Campus maps</td>
<td>15</td>
</tr>
<tr>
<td>AMC Newnham campus, Launceston</td>
<td>15</td>
</tr>
<tr>
<td>AMC Fire Ground, Bell Bay</td>
<td>16</td>
</tr>
<tr>
<td>AMC Beauty Point campus, Beauty Point</td>
<td>17</td>
</tr>
</tbody>
</table>
Welcome to the Australian Maritime College

Welcome to the Australian Maritime College at the University of Tasmania – the national institute for maritime education, training and research. AMC is one of the seven founding members of the International Association of Maritime Universities, which represents five continents.

The growing maritime, defence, marine and offshore sectors are an exciting and strategic area of growth for AMC and the University of Tasmania. We are pleased to be a strategic partner in the Naval Shipbuilding College, where we’ll collaborate with industry, government and academia to deliver the expertise and workforce required for Australia’s continuous naval shipbuilding program.

AMC is globally recognised as being a centre for excellence. Our multi-million dollar suite of specialist teaching, learning and research facilities are internationally acclaimed and are used by Defence, industry and government organisations world-wide to answer leading-edge research questions. In addition, our experienced teaching and research staff have extremely strong industry links.

AMC is located in Australia’s picturesque island state of Tasmania on the banks of the beautiful Tamar River in Launceston, with a second campus in Beauty Point that is home to our impressive fleet of training and research vessels.

In 2017, we realised our plans of expanding into key national and international markets with the establishment of the AMC Sydney study centre at the Australian National Maritime Museum, right in the heart of iconic Darling Harbour.

Our students are provided with flexible course options, with opportunities for full-time, part-time and online distance study. Whether it’s capturing a vessel, safeguarding marine environments, designing advanced ocean engineering structures or keeping the world’s goods moving, AMC has the qualifications that will help you realise your career goals.

We offer a wide range of courses from vocational training through to bachelor and postgraduate degrees and doctorates, spanning the areas of:

- Maritime engineering and hydrodynamics
- Maritime business and international logistics
- Ocean seafaring
- Maritime Operations and Coastal Seafaring

AMC has a vibrant and culturally diverse community, providing students with an international learning experience. Our class sizes enable students and teaching staff to develop a close working relationship (often knowing each other by first names), and there are a range of accommodation options and scholarships on offer.

Our highly-skilled graduates are in demand worldwide, with alumni spread across over 50 countries indicating that AMC really can be your ticket to the world.

We look forward to welcoming students who are seeking rewarding careers in Defence, naval shipbuilding, maritime engineering, maritime logistics and shipping, and real-world research opportunities.

Mr Michael van Balen AO
Principal
Australian Maritime College

We are committed to providing you with all the support you require to engage in world-class training.
Meet our fleet

MV Bluefin
Whether you’re studying maritime engineering, the marine environment, navigation, or the workings of a ship’s engine, it’s likely you’ll spend some time on the AMC’s 35m flagship training vessel.

Bluefin cruises Australian waters with up to 25 students and staff on training voyages from two days to two weeks. Bluefin is used for coastal masters, pre-sea deck and integrated rating training, and training in shipboard operations.

Other studies on board include habitat monitoring, fish sampling, fishing technology, machinery operation and maintenance, environmental assessment, oceanographic instrument mooring, and ship design and function.

Reviresco
This 14m steel-hulled former Queensland prawn trawler is used by coastal seafaring students to gain experience in navigation and engineering skills.

Also aboard this mobile classroom, marine environment students learn about fishing gear technology, prawn trawling techniques, habitat mapping, and aquatic sampling.

Stephen Brown
This former collier is moored permanently and has been renovated for use as a stationary training ship.

Seafaring students learn how to manage and maintain engines, undertake damage control training in a purpose built damage control unit, and conduct deck maintenance and painting routines on the ship’s deck and internal structure.
Competency based training

Competency Based Training (CBT) and assessment is a flexible form of training that aims to produce a workforce with the knowledge and skills which industry requires.

The cornerstone of CBT is the competency standards contained within the industry Training Package. The concept of competency focuses on what is expected of an employee in the workplace rather than on the learning process, and embodies the ability to transfer and apply skills and knowledge to new situations and environments. Competency is a broad concept that includes all aspects of work performance and narrow task skills. Vet courses are made up of multiple units of competency.

Each unit of competency describes the skills and knowledge required in the workplace. Students undertaking training and assessment receive a competent result when successful workplace performance is demonstrated.

Students may request access to personal records at any time. Requests to view personal records should be made in writing. AMC management only permits access to records by students, student-authorised parties, and AMC staff. Our staff members need to access your records to update your training or assessment program, to record training undertaken and assessment outcomes, qualifications and related data, and to gather information for reporting purposes.

Learning

Whilst AMC specialises in maritime training we also deliver programs from the sustainability, fishing, and business training packages. AMC, as an institute of the University of Tasmania, provides students the unique opportunity to create an educational pathway which can lead them to University’s undergraduate and postgraduate degrees.

Delivery of programs is a blend of classroom training complimented by practical application exercises. Some programs offer distance education for flexibility and convenience, which allows you to study at a time and a place that fits in with your work and family commitments. Distance study requires you to be able to organise yourself, manage your time, and stay focused and self-disciplined.

The student experience is our primary focus at AMC. Staff who deliver on the programs are vocationally current and are experts in their field, providing students with realistic industry situations or scenarios. Students who participate in our maritime programs will be able to access a full range of training aids including in-survey vessels, survival apparatus, and simulators.

Students can experience what it’s like to be in control of a vessel using one of the world’s most advanced maritime simulators. AMC’s state-of-the-art suite of facilities offers real-time maritime simulation technology that includes a full mission ship’s bridge, a tug simulator, and six ship-operation bridges including engine room simulator. The facilities can also be utilised for research and investigation into port development, ship manoeuvring, and improving ship safety and efficiency.

Simulation bridges the gap between practical and theory as an effective aid for training and competency assessment of seafarers, who learn about shiphandling, engine room operations, passage planning and the use of radar, electronic charts, automatic identification systems, and automatic radar plotting aids.

Learning expectations and strategies

AMC is committed to high standards of professional conduct in all activities and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.

The University’s Code of Conduct for Teaching and Learning states: Students are expected to participate actively and positively in the teaching/learning environment.

Online environment

The University username and password will also provide you with access to the University library. The library has a huge range of information resources that will help you with your studies. Use this library guide to find the location of your library and learn how to use the library resources.

We provide you with the training and supervision to achieve your goals
Prior knowledge and/or skills

Recognition of qualifications issued by other Registered Training Organisations (RTOs) is usually for the purposes of entry into a qualification where another qualification or certain Statements of Attainment are a prerequisite to entry, or for part completion of a qualification based on Statements of Attainment for the units/modules already held by the student. It is mandatory that RTOs accept the qualifications and Statements of Attainment issued by other RTOs.

Recognition of qualifications issued by other Registered Training Organisations does not require an RTO to recognise the qualifications/Statements of Attainment for any purposes other than training with that RTO, such as licensing or employment arrangements, e.g. industrial award classifications.

Recognition of qualifications issued by another RTO does have a limited lifespan. If the qualification/Statement of Attainment is currently listed on training.gov.au and is still a component of a qualification that the student wishes to undertake, recognition of qualifications issued by another RTO must be given. This Policy does not apply if the qualification/Statement of Attainment held by the student has been superseded and is no longer on training.gov.au or is not the version required by the qualification into which the student wished to enroll. In such situations, Recognition of Prior Learning would be the appropriate way to proceed.

Recognition of Prior Learning (RPL)

RPL is the acknowledgement of a person’s skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or module. It can lead to a full qualification in the VET sector and available for all Units of Competency. The learning outcomes of each unit provide the RPL benchmarks.

Students may receive full recognition for the competencies required for a course or module. Students requesting RPL must first apply for the applicable course/s online. Supporting documentation and certificates (Certified Copies) can then be uploaded to be assessed.

Once the RPL process has been completed, applicants will be notified promptly of the RPL outcome.

Credit transfer

NCVER define Credit Transfer as “the granting of status or credit by an institution or training organisation to students for modules (subjects) or units of competency completed at the same or another institution or training organisation.” An applicant may already hold units of competence that can contribute toward a qualification delivered by the Australian Maritime College (AMC). Credit Transfer is the process that may result in recognition of the units of competence towards a qualification.

National and State regulators may place restrictions on accepting recognition for a unit of competence for licensing depending on the currency of competence and whether the provider who delivered the training and assessment is an approved provider.

If you wish to claim credit transfer prior to arrival at AMC, please send certified copies (NOT ORIGINALS) of qualification/statement of attainment that contain the unit of competence you wish to claim for credit transfer to RTO.Administration@utas.edu.au

Find out more. Visit amc.edu.au
Assessment
Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course. AMC recognises that assessment is a core service offered to our learners (students) and is at the centre of our operation as a Registered Training Organisation. Quality assessment ensures that the skills and knowledge of candidates are assessed using four principal determinants:

- that assessment decisions are based on the assessment of skills and knowledge compared with units of competency drawn from nationally endorsed Training Packages or accredited courses
- that the target industry or enterprise requirements are contextualised and integrated within the assessment
- that evidence is gathered that meets the rules of evidence
- that assessment is conducted in accordance with the principles of assessment

Assessment results
Students are notified of assessment results and provided feedback by their assessor. Please contact your course coordinator to discuss feedback options.

Students who miss an assessment
Students who do not attend an assessment must negotiate with their course coordinator to reschedule. If the assessment is missed due to medical grounds, rescheduling options will be given on agreement between the course coordinator and the student and at the convenience of the organisation. Please discuss with the course coordinator regarding any rescheduled assessment.

Flexible forms of assessment
AMC has facilities to provide flexible forms of assessment or reasonable adjustment as required by students. Please discuss with your course coordinator what options are available.

Use of dictionaries during assessments
Students whose primary language is not English may use their own English or bilingual dictionary during an assessment, provided it is approved by the course coordinator.

Access to student records and participation
AMC is committed to providing accurate and current records of student participation and progress. If at any point you wish to view your student file or discuss your progress in the course, please arrange a time with your course coordinator and they will be more than willing to help you.

Student evidence collection - privacy
As a registered training organisation, AMC needs to sight and collect a range of evidence in order to deem candidates competent. In some cases, this requires the sighting of confidential student information.

AMC is bound by the Privacy Act 1998 and all records are secure and confidential wherever possible.

If there are privacy concerns regarding your information or records, you should discuss these concerns with your course coordinator and identify alternative sources of evidence to complete your course program.

Review of results and appeals
Record of Results are available on request from VET administration in person or via email at RTO.Administration@utas.edu.au

Under the Standards for Registered Training Organisations 2015, it is required that assessment processes are valid, reliable, flexible and fair. If you are not satisfied with the assessment process or your assessment result, you may appeal the decision. Please contact your course coordinator to discuss.
**Student misconduct**

Academic misconduct includes cheating, plagiarism, allowing another student to copy work for an assignment or an examination, and any other conduct by which a student:

a. seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person are not entitled; or

b. improperly disadvantages any other student

Students engaging in any form of academic misconduct may be dealt with under the Ordinance of Student Discipline, and this can include imposition of penalties that range from a deduction/cancellation of marks to exclusion from a unit or the University. Details of penalties that can be imposed are available in Ordinance 9: Student Discipline – Part 3 Academic Misconduct. Visit [utas.edu.au](http://utas.edu.au)

**Issuing your qualification or Statement of Attainment**

When issuing certification AMC must:

- issue in a timely manner (AQF certification documentation must be issued within 30 calendar days of the student’s final assessment being completed or their exiting their course, providing all fees have been paid), so learners can provide proof of their competence to employers (or potential employers) and obtain any industry licences or accreditation
- issue AQF certification documentation directly to the student, not to another party, such as an employer
- issue students who have completed all units or modules in a qualification with a testamur and a record of results
- issue a student who has completed one or more units/modules (but not a full qualification) and has finished their training with your RTO with a statement of attainment (a record of results may also be issued in this case)
- ensure students can access records of certification issued to them. To avoid possible delays in issuing certification, ensure students have a Unique Student Identifier (USI) well in advance of when certification is expected to be issued. AMC will issue AQF certification documentation when a student has completed their program of training and assessment. AMC is not required to issue ‘interim’ documentation at any time

**Student feedback**

AMC is committed to ensuring quality delivery and assessment of all training. The formal evaluation process is a major strategy in the continual improvement of all service provision. All program training and assessment services are evaluated on a regular basis, with all students and employers, if applicable, receiving opportunities to complete questionnaires and provide feedback on AMC’s services.

**Specific attendance/performance requirements**

Students are encouraged to attend all sessions during their training course as per the course timetable.

Classes run between 0900 and 1700. If you are unable to attend or are expecting to depart class early, please notify your course coordinator.
Access and equity

AMC as an institute of the University of Tasmania is committed to providing equitable access to learning and employment opportunities, as well as equitable learning and employment outcomes. The University strongly supports the continued inclusion of all people in all aspects of the University community via the University’s Inclusion Diversity and Equity Policy.

The University aims to:

• build a University community in which all members are able to realise their full potential and participate in all aspects of University life
• ensure differences among members of the University are respected and valued
• foster an inclusive and vibrant culture for students and staff that respects and values diversity
• provide an environment free from discrimination and harassment
• celebrate the diverse student profile, and to ensure that its learning and teaching and social and cultural environment enables and supports the participation of all students, including those experiencing disadvantage
• take opportunities to recruit, appoint, develop and promote staff from equity groups, at all levels and across all of its teaching, research and administrative areas
• use its best endeavours to ensure that the University’s publications and official documents use inclusive and non-discriminatory language and imagery

Please ensure you are familiar with UTAS policies and procedures regarding access and equity. These can be found at utas.edu.au/policy/by-category

Fees and charges

Fees

The course fee you will pay will be dependent on the course you are undertaking. Specific course fee information will be provided to you in your letter of offer from AMC.

If you have any queries regarding your course fees, please contact VET Administration in person or via email at RTO.administration@utas.edu.au

Refund policy

• All fees and charges levied on students enrolling in courses offered are clearly outlined to students before they enroll. Flexible payment plans available for training programs and cancellation/refund arrangements are applicable. AMC guarantees that no additional charges will be imposed during the period covered by the course being undertaken that have not already been declared prior to course commencement.
• Where delivery has commenced, in this instance a percentage of student fees will be refunded dependent on the percentage of the service provided.
• AMC will refund you any money paid by you in full in the event we cancel or discontinue a course.
• If the participant withdraws from a course with more than eight weeks’ notice we will refund any course fees paid less an administrative fee of 10 per cent of the course cost.
• Should the participant withdraw for any reason other than illness (verified by a medical certificate), with less than eight weeks’ notice, 20 per cent of the course cost will be forfeited.

Privacy

All personal information collected by the website of the Australian Maritime College (AMC), a specialist institute of the University of Tasmania (UTAS), will be used, stored and disclosed in accordance with the Personal Information Protection Act 2004 (Tas) (the PIP Act), the Privacy Act 1988 (C’wealth) and the Australian Privacy Principles.

Visit amc.edu.au/privacy
Further information and assistance

There is a range of University-wide support services available to you including:

• **Student Advisers** – Advisors can help students with time and study management; balancing life/work/study; managing the impacts of difficult personal circumstances on study; and connecting with and using other student support services. Information can be found at: utas.edu.au/students/learning/advisers.

Alternatively, access the University’s website and select the Students tab at the top of the page. When at the Current Students page, scroll down and select the Safety, Health and Wellbeing tab.

• **Counselling** – The University offers confidential and professional counselling to students experiencing a range of academic, mental health and personal concerns. Information can be found at utas.edu.au/students/shw/counselling.

Alternatively, access the University’s website and select the Students tab at the top of the page. When at the Current Students page, scroll down and select the Safety, Health and Wellbeing tab.

• **Student Learning Consultations and Drop in Sessions** – A consultation with a Student Learning Adviser supports students in the development of the academic skills needed to succeed in their study, such as assignment writing and exam preparation. Information can be found at utas.edu.au/students/learning/consultation.

Alternatively, access the University’s website and select the Students tab at the top of the page. When at the Current Students page, scroll down and select the Learning Development tab.

• The Riawunna Centre for Aboriginal and Torres Strait Islander Students – Riawunna provides a welcoming space for Aboriginal and Torres Strait Islander students to meet, study, and access academic and pastoral support and assistance. Information can be found at utas.edu.au/riawunna.

Alternatively, access the University’s website and select the Students tab at the top of the page. When at the Current Students page, scroll down and select the Aboriginal and Torres Strait Islander Students tab.
Unique Student Identifier

What is a UFI?
The Unique Student Identifier or USI is a reference number made up of 10 numbers and letters that:
• creates a secure online record of your recognised training and qualifications gained in Australia, even from different training organisations
• will give you access to your training records and transcripts
• can be accessed online, anytime and anywhere
• is free and easy to create
• stays with you for life

Who needs a USI and why?
If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment. If you don’t have a USI you will not receive your qualification or statement of attainment.

Your USI will give you access to an online record of the training you have done since 1 January 2015. You will also be able to produce a comprehensive transcript of your training. This can be used when applying for a job, seeking a credit transfer, or demonstrating pre-requisites when undertaking further training.

If you are a New Zealand citizen, you cannot apply for a USI while overseas. You will require a USI if you undertake a VET course in Australia, and you will be able to apply for a USI once you have entered Australia on your NZ passport.

Visit: www.usi.gov.au

AMC contact
Tel: 03 6324 9404
E-mail: amc.vet.admin@utas.edu.au

Getting to AMC

Airport to Newnham campus
Taxi or Car 30 min
Bus or Shuttle Up to 1hr 10 min

Devonport to Launceston
Taxi or Car 1h 15min
Bus or Shuttle Up to 2hrs 24 min

Accommodation
Accommodation is available at the University of Tasmania Newnham Campus. If you have any questions about accommodation at the University of Tasmania, please contact:

Accommodation Services
University of Tasmania
Locked bag 1367, Launceston, TAS 7250
Toll-free Tel: 1300 138 497
Tel: (03) 6324 3917
Email: enquiries@accommodation.utas.edu.au

Parking
The University has a very limited number of parking spaces available on each campus. Students, staff and visitors are permitted to park in designated car parking areas. With the exception of Hobart CBD sites, most campuses have voucher (pay and display) facilities for visitors and short term parking.

Parking areas are indicated by signs, and parking bays are marked with coloured dots:
• blue dots (and ‘voucher parking’ sign) - voucher parking
• red dots (and ‘student permit’ sign) See student permit
• white dots (and ‘staff permit’ sign) See staff permit or temporary permit issued by the University
• green dots (and ‘resident permit’ sign) Visit utas.edu.au

Permanent and temporary signage should be observed at all times. Infringements are issued for vehicles parked outside designated areas without a valid voucher or permit or contravening University By-Laws.

Residential parking permit
The University provides a limited number of residential parking spaces for residents at the Sandy Bay and Newnham campuses.

Residential parking permits are managed by Accommodation Services. More information about residential parking permits is available from Accommodation Services, telephone: 1300 138 497.

Bus
A bus is provided for programmed activities scheduled at other campuses e.g. Beauty Point or Bell Bay. Please advise the admin staff if you are planning on taking your own car or other form of transport.

A bus is available for students undertaking practical training at Beauty Point or Bell Bay. The bus will leave from the front of the Swanson building near the flagpoles at 8am. It is important to be punctual as the bus will depart on time.

Lunch
On days that you will be at Beauty Point or Bell Bay you will need to have a packed lunch as there are not always facilities available.

Packed lunches for students staying on campus can be ordered from Saltz Cafe the day before and picked up the next morning.

Work Health and Safety (WH&S)
The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of AMC, you should refer to the University’s policy at utas.edu.au/work-health-safety.
Safety Footwear – as discussed in Australian/New Zealand Standard AS/NZS 2210.1:2010 and “is fitted with safety toe caps.”

Exceptions
1. Clothing and footwear - visitors and students may be escorted to areas whilst wearing enclosed and sturdy footwear and normal street clothes. Where provided, designated walkways shall be used as the preferred route in order to reduce the exposure to risks.
2. Overalls - short sleeve shirts and long trousers may be substituted for overalls provided that a reasonable level of sunscreen protection has been applied and in accordance with the sunscreen manufacturer’s application/reapplication guidelines.

Levels of PPE
The minimum personal protective clothing to be worn.

Seamanship Centre:
• enclosed and sturdy footwear

Wharf, pontoons and vessels (excluding the Stephen Brown):
• enclosed and sturdy footwear
• long sleeved garments (preferably overalls) but exception 2) Overalls’ may be applied
• full legged trousers (preferably overalls)
• areas where lifting/crane/forklift work are being conducted – safety footwear and hard hats (Occupational Protective Helmets) will be worn
• lifeboat operations – enclosed and sturdy footwear with good slip resistant soles is the minimum footwear level allowed. Sports shoes deemed to be appropriate by the academic staff may be worn by staff and students

Workshops and teaching areas - where painting, cutting, grinding, welding, mechanical operations are to be conducted:
• safety footwear
• long sleeved garments (preferably overalls)
• full length legged trousers (preferably overalls)
• hearing protection

Special laboratories and areas:
• rope room - safety footwear
• working aloft area - safety footwear

Seabed laboratories:
• enclosed and sturdy footwear
• lab coats or long sleeved overalls

Skin Protection

Maritime Fire Fighting Centre
• enclosed and sturdy footwear; preferably which meets the “safety footwear” definition on the previous page
• if students are unable to provide their own safety footwear on the fire ground, they will be required to wear the site-supplied safety footwear
• students attending live fire training or requiring the use of supplied safety footwear must ensure they wear socks to cover any exposed skin of the feet up to the ankles as a minimum i.e. no bare feet inside safety footwear

Definitions
Enclosed and Sturdy Footwear – is defined as being that which completely covers toes, has a close fitting back around the heel area of the wearer’s foot that prevents the wearer from “walking out” of the shoe and has a sole that offers a degree of slip resistance. Thongs, sandals, crocs, shoes with high heels and footwear with leather soles are not deemed to be enclosed, sturdy, or slip resistant.
**Signage**

Blue and white safety signage (similar to the diagram shown below) has been installed to specify the wearing of PPE in areas. Additionally, blue and white pictograms are used to advise of additional PPE requirements in selected locations.

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**AMC Beauty Point Campus Workplace Health & Safety information for students**

**Amenities**

A student lunch room is provided and has tea and coffee making facilities, a fridge, microwave, hot water, and a snack vending machine. The room is located on the ground floor of the Seamanship Centre building.

**Beauty Point Personal Protective Clothing Policy**

Due to the complex nature of the Beauty Point Campus both as a workplace and a training facility, it is necessary for staff and students to ensure that they are wearing the correct level of Personal Protective Equipment (PPE). In order to provide the correct information to everyone, a Personal Protective Clothing Policy has been developed. The Policy outlines the minimum requirement for the use of PPE in various areas. A copy of the Policy accompanies these notes.

**Implementation of the Policy**

This Policy will be implemented through the following:

- installation of the necessary signage and pictograms
- inclusion of this material in AMC Beauty Point induction material
- encouragement by all staff to ensure that students, contractors and visitors comply

**Questions**

If you are uncertain of the PPE requirements in a certain area, please contact AMC Risk Advisor on telephone: 03 6324 9330 for clarification prior to entry.

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**Emergencies**

If you detect an emergency whilst at the Beauty Point Campus, please assist us to ensure that the emergency is dealt with promptly. If you choose to report the emergency direct to "000" please also report it to your academic staff member and/or the technical officer. Additionally, emergencies can be reported to the AMC Beauty Point Reception by phoning 6324 9666 or 9666 from an internal phone.

The contact details of first aiders and evacuation wardens are provided widely across the facilities, an example of an information poster is shown in Figure 1. In this particular example, the names and contact details of first aiders and evacuation wardens for the Stephen Brown are shown.

| **Chief Warden** | Chris Wells  
| Mobile 0418 531 116 or Ext 9338 |
| **Area Warden** | Chris Love  
| Mobile 0417 374 123 or Ext 9448 |
| **Warden** | Academic Staff |
| **Muster Area (Initial)** | Aft Gangway – preferred option  
| Post Side Pontoon – 2nd option |
| **First Aider** | Chris Love  
| Mobile 0417 374 123 or Ext 9448 |

**Figure 1**

When alarm bells are activated or alternatively when evacuation wardens ask staff and students to leave an area due to an emergency or crisis, you need to leave quickly and in an organised manner. Shut down equipment, close windows, take bags and wallets etc. with you, shut doors behind you and then move to the assembly point. At the Seamanship Centre the assembly point is on the lawn opposite the Seamanship Centre and adjacent to the hotel.
Environmental issues
The AMC actively participates in practices designed to minimise our environmental footprint. If you notice excessive water wastage or accidental hazardous materials/fuel spills, please advise your academic staff member or a technical officer as soon as possible.

First Aid
At the AMC there are numerous trained first aiders spread widely across the College. Each technical officer is a trained first aider and can provide first aid care with equipment made available. This equipment includes First Aid kits, resuscitators and defibrillators. If you require First Aid, please ask your academic staff member or technical officer for assistance.

A First Aid room is provided at the Beauty Point Seamanship Centre and access can be gained by contacting Beauty Point Seamanship Centre Reception or a technical officer.

Hearing protection
Many of the training facilities at the Beauty Point Campus have noise generating equipment and training props either in the immediate area or peripherally. These items of equipment include but are not limited to angle grinders, workshop equipment and diesel engines. Whilst signage across the campus indicates where to wear certain types of PPE, the use of hearing protection is recommended. Earplugs can be sourced from one of the two Safe Start Kiosks which are located in the Seamanship Centre or in Hold 2 on the Stephen Brown.

Lockout tagout
The AMC utilises lockout tagout tags, hasps and locks in the same manner as other industries. If you need to access lockout equipment and the Policy, please speak with your academic staff member or technical officer.

Manual handling and lifting gear
Manual handling is an issue that is taken very seriously at the College and we ask that when moving equipment you consider using manual handling aids or two/multiple person lifts whenever possible. Manual handling aids include forklifts, trolleys and pallet trucks. Please speak with your academic staff member or technical officer for access.

Lifting gear is available for elements of course work. It is inspected and serviced in line with compliance requirements and should be used in accordance with specified load limits, its intended use and manufacturer’s instructions.

Parking
Parking in the general vicinity of the Seamanship Centre is at a premium as there are limited car parking spaces. Please do not park on the street adjacent to the hotel as this creates access issues for the establishment’s clientele. The AMC has an ongoing agreement with the Tamar Yacht Club in which students are allowed to park in the yacht club car park. This car park can be found by travelling along the short roadway on the eastern side of the hotel and following the waterfront.

Reporting of hazards and incidents
The AMC encourages the reporting of hazards in the workplace and uses a team-based approach to assigning actions to control them. An online report system is used throughout the College and corrective actions are assigned to hazard and incident reports.

If you believe that something presents as a hazard, please speak with your academic staff member or a technical officer to have the issue reported. If you are involved in an incident or near miss, once again the College asks that you report the event.

Safe Start Kiosks
The College has installed Safe Start Kiosks which provide staff and students with ear plugs, sunscreen, hand sanitiser and information regarding the current UV readings. This resource is designed to assist with providing a level of protection and a visit to a kiosk is recommended. A Safe Start Kiosk is located just inside the roller door area of the Seamanship Centre main building.

Security
Your security is very important to the College and Tasmania Police assist by participating in an “on campus UniCop scheme” in which police officers regularly visit the facilities and speak with students and staff. If you need to speak with a police officer regarding your security, please contact an academic staff member and request that a UniCop is contacted.

The College strongly advises against leaving bags containing personal items such as mobile phones, iPads and wallets in classrooms. Security lockers are provided for your use and are located near the reception office in the Seamanship Centre. Please speak with Beauty Point Reception staff to obtain access to a locker.

Signing in and out
All persons accessing the Stephen Brown are required to sign in when arriving and then sign out when leaving the vessel. This action provides valuable information to the evacuation warden during an emergency. Please note that you are not required to sign out if you are leaving the Stephen Brown to use one of the portable toilets on the wharf. You do need to sign out if you are going to go through the wharf security gate.

Smoking policy
The AMC does not promote smoking in the workplace but for those who do smoke, there is a 10 metre distance rule to be observed with no smoking to occur within 10 metres of a door, window or ventilation opening and definitely not in College vehicles or vessels. Passengers on the vessel Bluefin are able to smoke in designated areas and at the discretion of the Master.

At the Beauty Point Campus there are two designated smoking areas:
• across the road from the Seamanship Centre near the bus parking area
• on the wharf near the gangway to the Stephen Brown

Cigarette butt receptacles are located at these locations and we insist smokers use these devices.
Stephen Brown – Emergencies onboard
During an emergency and whilst preparing to evacuate students and staff from the vessel Stephen Brown, it is important to remember that there is one main muster area and a secondary muster area. We would try to use the main muster area on each occasion but the nature of the emergency may prohibit the use of this and it may be necessary to use an alternative. The muster areas for the Stephen Brown are located at:

- main Muster Area – at the Sign In/Out Station on the poop deck and adjacent to the gangway
- secondary – on the port side pontoon

Workplace Health and Safety tools
The AMC has developed a suite of tools designed to be used in the workplace and to help with issues such as Job Safety Analysis, hot work permits and confined space entry to name just a few. The tools can be found on the AMC staff intranet and under the Risk Management and Workplace Health and Safety tab. The College encourages the use of these types of tools to manage risk in the workplace. Additionally, the College has a number of resources available should you need assistance in the use of these tools. Please speak with your academic staff member or technical officer for access and assistance.
Campus maps

AMC Newnham campus, Launceston

1. Swanson Building – Reception & Student Administration
2. Newnham Hall
3. AMC Search offices
4. Investigator Hall – student residences
5. Residential offices
6. Survival Training Centre
7. Cafeteria, recreation centre and auditorium
8. Connell Building – Library & Student Support
9. Marine simulators
10. Faculty of Maritime Transport & Engineering reception
11. Towing Tank
12. Thermodynamics Laboratory
13. Electrotechnology Laboratory
14. Cavitation Tunnel
15. Model Test Basin

Find out more.
Visit amc.edu.au
AMC Fire Ground
347 Old Bell Bay Road, Bell Bay

50km / 40 minutes drive from AMC
Centre for Seafaring Training
Beauty Bay

To Launceston via Beaconsfield
Further information

amc.edu.au