



UK HARBOUR MASTER CERTIFICATE

Certificate Management Group Rules 2021

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CANDIDATE APPLICATION

- 5.1. The certificate process is available to all Full Members of the UKHMA, Appointed Harbour Masters (not members of the UKHMA) and other suitable candidates actively sponsored by a serving Harbour Master (who may or may not be a member of the Association).
- 5.2. All applications to enrol in the Course will be approved by the Provider, subject to the agreement of Certificate Management Group, on a case-to-case basis where appropriate.
- 5.3. Prior learning or the holding of other relevant certificates will not earn exemption from any part of this process, however, such certificates and prior learning are likely to provide valuable evidence that can be submitted by Candidates to demonstrate that they meet particular performance, skills and knowledge requirements in the appropriate sections of the Course.
- 5.4. Potential Candidates wishing to enrol on the Course should make contact with the Provider and complete the application process.¹
- 5.5. Only a limited number of applicants will be permitted to commence the programme each year. Applicants will be accepted on a first come, first served basis. Oversubscriptions will queue on a waiting list held by the Provider in date order.
- 5.6. Should an applicant have a learning difficulty, this must be declared on enrolment so that the Provider can arrange for appropriate support to be provided if at all possible.
- 5.7. Approved applications will receive confirmation that they have been booked onto a cohort, at which point the full course fee will be due for payment. Details of the fees and payment options are available on the application form.²
- 5.8. Candidates who are sponsored by their employers or other persons are required to agree to their Sponsors receiving copies of their Quarterly Reports, on the grounds that Sponsors are funding their Programme and therefore have a right to know how their Candidate is progressing along the Programme.³

¹ Application/Booking form is now currently online at <https://porttraining.co.uk/booking-form/> (March 2021).

² The course fee is currently £3,000.00 (agreed 27/11/18) for UKHMA members and £3,250 (agreed 27/11/18) for non-UKHMA members.

³ Practice in place since 2018, reiterated by CMG 26.10.2021.



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- 5.8. There are four cohorts per year: in January, April, July and October. Each cohort will start with an Induction Period (Induction)⁴. An official welcoming email will be sent to each Candidate confirming relevant Course dates and times, and to indicate that the programme of study has started.
- 5.9. Applications not selected to join a cohort will remain on the waiting list maintained by the Provider and will be selected for a cohort in date order of receipt of application. Their position on the waiting list will be available on request from the Provider.
- 5.10. Candidates whose registration expires due to their failure to complete the Course within the specified timeframe (See Section 7 below) will need to wait for 2 years before reapplying⁵.
- 5.11. Once a Candidate has started the programme, deferment or transfers will not usually be granted, however in exceptional circumstances, these may be considered by the Provider - whose decision may be appealed to the Certificate Management Group for consideration.
- 5.12. Where deferment is granted, a fee will be charged (15% of the course fee that the Candidate has paid).
- 5.13. Where deferment is refused, the Candidate may appeal to the Certificate Management Group, whose decision will be final.
- 5.14. Correspondence regarding extension/deferment/appeal will only be entered into with the Candidate and not any other party.

⁴ Originally an Introductory Day Meet and Greet (Sept 16); improved by adding Candidates' Live Assessment process (wef Sept 2017); amended to an Induction Process consisting of two virtual meetings on a video conferencing platform, spread across four weeks (wef Sept 2020).

⁵ This rule has been suspended (wef: November 2019) while the demand for the Harbour Master Certificate is low but can be reinstated when the demand is high.



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CERTIFICATE UNITS

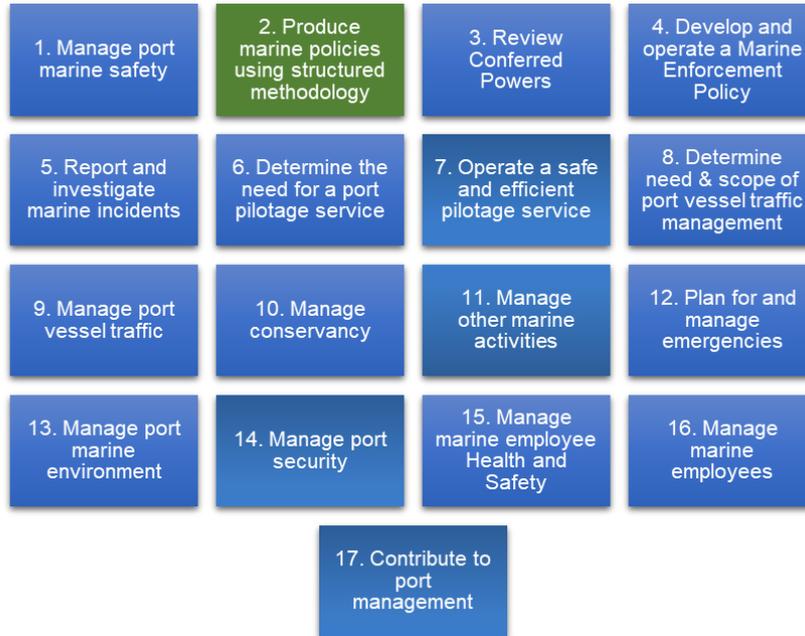


Figure 1 - Harbour Master Certificate Units after January 2018

- 6.1. All 16 Units (fig.1) are mandatory⁶. All 16 Units must be successfully completed by Candidates to meet the requirements of the programme.
- 6.2. Unit 2 does not require an individual Unit submission by because it is largely subsumed within Unit 1. It has also been cross-referenced with the evidence provided for the other units in a Mapping Document within the Training Management Manual. Assessors will use the standards set out in Unit 2 when assessing the other Units.
- 6.3. The time to complete all 16 Units is 18 months⁷.

⁶ There are no longer any optional units, effective from the January 2018 cohort.

⁷ Course completion time has been extended to 18 months from 12 months; the original Pilot group course time was 6 months.



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- 6.4. Candidates that joined cohorts before January 2018 must successfully complete up to 17 Units (fig.2) to meet the requirements of the Certificate. Four of the 17 Units are 'optional' (green) these are Units 7, 11, 14 & 17.

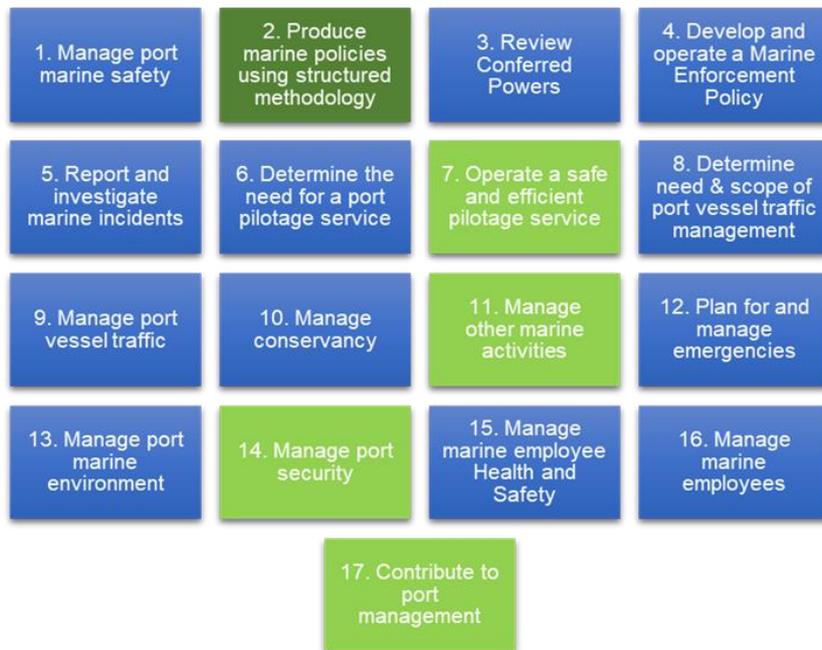


Figure 2 - Harbour Master Certificate Units for Candidates before January 2018

- 6.5. Pre January 2018 Candidates who chose not to initially complete an Optional Unit may, at a later date, request to be assessed for any omitted Optional Units⁸.
- 6.6. The Certificate Management Group will levy an additional charge for completing Optional Units that were not completed by the Candidates at the time the Certificate was originally issued.
- 6.7. Candidates cannot submit any work until they have officially started on the programme and will be introduced to the Course and the Programme as part of the Induction.

⁸ See Working Procedure 2021.04: "Completing Optional Units"



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- 6.8. Candidates will be given Unit 3 to complete as part of the Induction⁹.
- 6.9. After successfully completing Unit 3, Candidates may do the remaining units in any order that suits them¹⁰. Candidates do not need to wait for the result of a Unit before submitting an additional Unit. Candidates' submissions should be evenly spread out throughout the duration of the course.
- 6.10. Candidates may contact the Provider at any time during the Course should they require assistance¹¹.
- 6.11. The Harbour Master Certificate that is issued to successful Candidates will be endorsed with the units that have been completed and contain the MCA recognition number.

⁹ Following a successful trial, candidates were being given Unit 1.1 to complete before attending the then Introductory Day where it was assessed by two assessors to enhance their experience of the course. Candidates were then required to submit Unit 1.2-1.6 in the normal way (2018). This process was changed with effect from 1 March 2021, where Candidates were given the new version of the course to work on, starting with Unit 3.

¹⁰ Agreed at CMG meeting 26.10.2021.

¹¹ admin.@porttraining.co.uk .



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CERTIFICATE TIMETABLE

- 7.1. Candidates are expected to complete the Certificate within a period of 18 months¹².
- 7.2. It is mandatory for Candidates to attend the online Induction sessions which form part of the Induction Period¹³.
- 7.3. An official welcoming email will be sent to each Candidate to confirm Course dates and times and to indicate that the programme of study has started.
- 7.4. All Candidates will be sent individualised progress reviews (Quarterly Reports), copied to each Candidate's Sponsor and Mentor, to show what progress has been made since starting the Programme ¹⁴.
- 7.5. Extensions¹⁵ to the Course period will only be given by exception (eg, significant personal/family health or significant work change); being 'busy' is not a reason for an extension.
- 7.6. The decision on whether to grant an extension is entirely at the discretion of the Provider and may be referred to the Certificate Management Group on appeal.
- 7.7. A Candidate wishing to apply for an extension must send the request to the Provider who will contact the Candidate's Mentor for an assessment of the Candidate's ability to complete the programme if an extension is granted. If deemed necessary, the Provider will make a recommendation to the Certificate Management Group for formal approval, whose decision will be communicated to the Candidate and Mentor.
- 7.8. The Candidate's registration will normally expire at the end of the extension period. If the Candidate has outstanding units that require further attempts to meet the criteria for a pass at that time, the Provider will decide on the deadline for resubmission and communicate it to the Candidate. If the Candidate has not submitted any Units within the extension time and the registration has expired, the Candidate will have

¹² Course completion time has been extended to 18 months from 12 months; the original Pilot group course time was 6 months.

¹³ See *Working Procedure 2021.01: "Induction Process"*. These sessions consist of two separate virtual meetings spread across four weeks, interspersed with Candidates having to complete Unit 3 and it being assessed. The first meeting is the Induction Welcome meeting; the second is the Induction Assessment Debriefing meeting.

¹⁴ For the purpose of the Progress Review, it is envisaged that each unit should take approximately one and an eighth months to complete.

¹⁵ Usually, a maximum of one single 3-month extension per Candidate is allowed.



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deemed to have failed the Course through failing to complete. Decisions will be communicated to the Candidate and the Certificate Management Group.

- 7.9. In the event of a dispute or appeal against the decision for an extension, this will be considered by the Certificate Management Group.

MENTORS

- 8.1. The Provider will assign a Mentor to every Candidate undertaking the Certificate and every effort will be made to locate Mentors and Candidates within the same geographic area.
- 8.2. Mentors and Candidates will normally be paired for the duration of the Certificate. They are not required to meet face to face but may choose to do so by agreement.
- 8.3. In addition to the provision of support, the Mentor will be expected to routinely enquire about the Candidate's progress through the units and encourage the Candidate to remain on schedule, but it is the responsibility of all Candidates to manage their own work so that they complete the Certificate before their registration expires.
- 8.4. Mentors will be advised if a Candidate has declared a learning disability on the application form so that appropriate support can be provided if possible.
- 8.5. Mentors will be included in the Candidate Progress Reviews which are communicated to the Candidates by the Provider.
- 8.6. Mentors will be paid a fee for each Candidate that they are assigned to. Mentors will be paid on course completion, or if their Candidate's registration lapses.
- 8.7. Mentors will be contacted by the Provider for their support and/or comment when their Candidate submits a request for an extension. The Mentor should provide an assessment of the Candidate's ability to complete the programme. The decision will be made by the Provider and will be communicated to the Candidate and Mentor.
- 8.9. Should a Mentor or Candidate wish to terminate the relationship during the course of the assessment period the Provider shall determine whether an alternative mentoring provision is appropriate. Such a decision shall be final and without right of appeal.



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ASSESSMENT PROCESS

- 9.1. The full assessment process for Unit submissions should take a maximum of 18 months, after which an Oral Examination will be arranged¹⁶ as close as possible to the completion time.
- 9.2. Candidates will submit their attempts as set out in the Working Procedures¹⁷, briefly as follows:
 - 9.2.1. Candidates submit work (usually a completed unit) to the Provider;
 - 9.2.2. The Provider sends the work to two Remote Assessors who arrive at a joint result;
 - 9.2.3. The lead Remote Assessor communicates the result to the Provider;
 - 9.2.4. Provider communicates the result to the Candidate.
 - 9.2.5. If the work has met the requirements for a pass, the cycle completes, if not the Candidate resubmits until the work has met the requirements or the submission deadline expires.
- 9.3. Candidates who do not complete the assessment within 18 months will automatically be deemed to have failed through failure to complete the course within the allotted timeframe, unless they have been granted an extension.
- 9.4. Candidates who fail to submit additional attempts within the deadline set by the Provider as outline above will be deemed to have failed through failure to complete the course within the allotted timeframe.
- 9.5. Candidates should complete and submit Units at evenly spread periods throughout the 18 months. Should a Candidate fail to manage this and to avoid unreasonable time pressure on the assessors, the Harbour Master Certificate Management Group reserve the right to remove the Candidate from the process.
- 9.6. Remote Assessors, appointed by the Certificate Management Group, are nominated to assess Candidates' work¹⁸.

¹⁶ Usually timed to coincide with an UKHMA seminar or AGM, but have occurred outside these dates.

¹⁷ See Annex I: Working Instruction 2021.01,02. (April 2021)

¹⁸ Initially, 2 Assessors followed one Candidate; this was changed to a Candidate submitting work to a panel of Assessors who assess as they become available due to Assessor and Candidate numbers.



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- 9.7. Remote Assessors aim to complete their assessment within 2 weeks of receipt of the Unit, and the Provider will chase Remote Assessors to send in outstanding assessment results. If the results are not received by the Provider after several such emails, the Certificate Management Group will be copied into the next chasing email and the appointment of the assessor may be reviewed.
- 9.8. The Provider will moderate the assessments and provide support to the Remote Assessors.
- 9.9. The completion of Units, submission, assessment and commentary will continue for all relevant Units until they are all completed.
- 9.10. Remote Assessors will be required to provide results of their assessment¹⁹ which includes confidential feedback to identify target areas for Oral Examiners and to alert the Provider to errors or areas for updating in course units.
- 9.11. The Provider will compile a Remote Assessment Summary for the Chief Oral Examiner's use to support the oral examination preparation for each Candidate.
- 9.12. Once all the Units have been completed and assessed with the required criteria being met the Candidate will be eligible to apply for the Oral Examination.
- 9.13. Candidates who repeatedly fail to meet the required criteria will have their progress reviewed by the Certificate Management Group and may be removed from the programme.
- 9.14. Remote Assessors will be advised if a Candidate has declared a learning disability on the application form so that appropriate support can be provided if possible.
- 9.15. Remote Assessors will be paid a fee for each completed and finally graded assessment²⁰.
- 9.16. Assessors will be appointed by the Certificate Management Group. Assessors will normally be existing Harbour Masters with at least 2 years' experience as a Harbour Master. Retired Harbour Masters and other appropriate assessors are appointed at the discretion of the Certificate Management Group, who will also determine the duration of their appointment.

¹⁹ Introduced with effect from November 2019; superseded by the Candidate Result Form (March 2021).

²⁰ See Annex I: Working Procedure 2021.01,03 (March, April 2021)



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- 9.17 The Training Provider will issue Letters of Appointment on behalf of the Certificate Management Group and maintain records.²¹
- 9.18. The cost of assessors and other administration will be covered by the Certificate fee.

ORAL EXAMINATION²²

- 10.1. On satisfactory completion of all Units an Oral Examination²³ will be held before an Oral Examination Panel, consisting of the Chief Examiner²⁴ plus one additional Oral Examiner²⁵, the Provider's technical representative²⁶ and an MCA representative²⁷.
- 10.2. Should the Chief Oral Examiner not be available, then at least one of the Oral Examiners will be a UKHMA HM Certificate holder.
- 10.3. The quorum for an Oral Examination to take place is two Examiners plus the Provider's technical representative.
- 10.4. Oral Examinations will normally be conducted on the day before each UKHMA Seminar or before the UKHMA AGM; usually before the Certificate Management Group Meeting – but may be held outside these venues for operational reasons.
- 10.5. Oral Examinations may be conducted through a virtual medium²⁸ for operational reasons.

²¹ Agreed at CMG meeting 26.10.2021.

²² See Annex I: Working Instruction 2020.01: Guidelines for Oral Assessment

²³ Formerly known as the "Face-to-Face Assessment"

²⁴ Oral Examiners will be kept separate from the assessing process. There will be a transition period while current assessing commitments are finished before an assessor can solely take on the role of examiner. Also, CMG agreed that a Chief Oral Examiner would be identified who would become a member of the Certificate Management Group (April 2019).

²⁵ This person may be a Remote Assessor, co-opted for operational reasons

²⁶ to provide moderation of the process, with effect from 2018

²⁷ The MCA is present as a witness for their own Quality Management purposes and has no examining authority.

²⁸ See Annex 1: Working Instruction 2020.02: Virtual Oral Assessment Guidelines



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- 10.6. The Provider will organise the Oral Examination arranging the times with the Candidates and sending the Candidate's documentation²⁹ to the Oral Examiners.
- 10.7 A maximum of three Oral Examinations should be arranged for any one Oral Examination date, therefore a maximum of 3 candidates could be examined at one oral examination panel.
- 10.8 On successful completion of this final assessment, the Candidate is awarded the Harbour Master Certificate at the UKHMA Spring Seminar, UKHMA Summer AGM or UKHMA Autumn Seminar.
- 10.9 The Harbour Master Certificate will be valid for a period of 5 years.
- 10.10 A Candidate who does not meet the required standard at the Oral Examination may apply for re-examination after a minimum period of 1 month. The written work will remain valid for 12 months.
- 10.11 If after 12 months the Candidate has still not passed the Oral Examination this will be referred to the Harbour Master Certificate Management Group for a decision. This decision will be final with no right of appeal
- 10.12 A Candidate that has been unsuccessful at the first Oral Examination can attend unlimited attempts at the Oral Examination, but this would be subject to payment of the resit examination fee and at the discretion of the Certificate Management Group being able to arrange the examination dates.
- 10.13 The resit Oral Examination fee is £250 per examination.
- 10.14 The Oral Examiners could re-examine the same Candidate.
- 10.15 An assessor wishing to become an examiner³⁰ may be asked to attend an examination as an observer in the first instance. Alternatively, they may be asked to be the assistant oral examiner without having attended an observation. The assistant oral examiners will always examine with experienced examiners and the Chief Oral Examiner will lead the examination.

²⁹ Includes but not limited to Remote Assessment Summary, Oral Examination Assessor Sheet, Oral Examination Guidelines.

³⁰ CMG agreed to limit Oral examiners to Harbour Masters who have been in post for some time (June 2019).



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REVALIDATION

- 11.1 Certificate Holders may revalidate their qualification by submitting a record of continuing professional development (CPD) evidence for the previous 5 years using the CPD Scheme on the UKHMA website³¹.
- 11.2 Certificate Holders may also revalidate their qualification by submitting a letter of appointment from their Chief Executive/Employer/appropriate Designated Person confirming that the Certificate Holder has been an active serving Harbour Master throughout the 5 year period³².
- 11.3 The revalidation date is 5 years from the date that the Certificate was issued. The UKHMA Executive Officer will contact Certificate Holders 6 – 12 months prior to their expected revalidation date.
- 11.4 The Provider will collate the CPD activity for the Certificate Holder 12 months prior to the 5-year revalidation date for the Certificate Management Group to assess whether it meets the requirements for revalidation.
- 11.5 The Executive Officer will contact the Certificate Holder with the details.
- 11.6 On successful outcome of the reviews described above, the Certificate Management Group, acting on behalf of the Council, will confirm that the evidential criteria are met and that the applicant's Harbour Master Certificate may be revalidated for a further five year period.
- 11.7 The Executive Officer will issue a revalidated Certificate to the Certificate Holder, updating the records³³.
- 11.8 Re-validation cannot be considered for Certificate Holders that are no longer in a serving Harbour Master position or a position within the Harbour Master's Office.

³¹ Certificate Holders revalidating through the CPD Scheme needs to attain a minimum of 300 CPD points over the 5-year period with a minimum of 50 CPD points per year. 50% of the points should be of verifiable activity.

³² The Certificate Management Group will review the Certificate holder's CPD activity/revalidation letter 6 months prior to the revalidation date and will make a recommendation to the UKHMA Council.

³³ The UKHMA is responsible for issuing the Harbour Master Certificate and will maintain a record of the number of Certificates that have been issued. The UKHMA will advise the MCA when a Certificate is issued.



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- 11.9 Certificate Holders who were in post, but who have had a break in their service within the 5-year period counting to their revalidation, will be considered by the Certificate Management Group on a case-by-case basis³⁴. The decision of the HM Certificate Management Group will be final.
- 11.10 Certificate Holders who work as Harbour Masters outside the jurisdiction of the UKHMA may apply for revalidation. can be achieved by Certificate holders who have moved to work in an overseas Port or Harbour³⁵. The Certificate Management Group will rule on each application on a case-by-case basis and its decision will be final.

APPEALS PROCESS

- 12.1 An appeals process is available for all Candidates.
- 12.2 Candidates wishing to appeal any part of their application, assessment or extension should submit their appeal in writing to the Provider within 3 months stating clearly the reason for appeal. The appeal will be reviewed by the Certificate Management Group and their decision will be final.
- 12.3 Appeals cannot be considered if they are sent from an employer or sponsor; the appeal must be received from the Candidate.
- 12.4 If the appeal is directly against the Provider then the appeal should be sent to the Executive Officer of the UKHMA. The appeal will be reviewed by the Certificate Management Group whose decision will be final.

³⁴ It was envisaged that a short break of a number of months between leaving one Harbour Master position to starting a new Harbour Master position or similar position within the Harbour Master's Office would be acceptable but a longer break of 2 or 3 years would not be acceptable for revalidation. Also leaving a Harbour Master position and returning as a consultant or moving into academia would not be acceptable for revalidation.

³⁵ Providing that: a) the Port or Harbour that they are working in adheres to the principles of the PMSC, b) that the Certificate holder is an active serving Harbour Master, c) there has been no break in service throughout the 5-year period. The same revalidation criteria will apply to the Certificate holder as detailed above (November 2019).



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LEARNING DIFFICULTY

13.1 Candidates who have declared a learning difficulty on the application form will be supported appropriately through the programme where possible. The Provider will communicate the Candidate's needs to the Remote Assessors and Mentor and will keep the Certificate Management Group informed as appropriate.

GENERAL

- 14.1 Candidates will be asked to provide feedback upon completion to enable the programme and procedures to be evaluated and improved.
- 14.2 The MCA will oversee the process and the MCA recognition number will be printed on each individual Certificate. They will have full access to all of the material that candidates supply and may elect to sit in during the Oral Examination sessions at their discretion. The MCA may withdraw their recognition if they believe that these rules and procedures have not been followed.
- 14.3 All documentation supplied by the Candidate will be handled confidentially. The documentation may be shared among the Provider, Assessors, Mentors, the Certificate Management Group, the MCA and others as is reasonably required for operational and logistical reasons. It is Candidates' responsibility to ensure that any evidence/documentation that they supply is done so in accordance with current data protection regulations and good practice.
- 14.4 Candidates should note that Unit 14 Manage Port Security may be particularly sensitive. Candidates must not supply confidential information³⁶.
- 14.5 The Provider will maintain records and documents relating to individual Candidates, however the evidence submitted by each Candidate will be deleted from the Provider's records 6 months after the Candidate has successfully achieved the Certificate. Remote Assessors will delete evidence submitted to them for assessment immediately upon the Candidate successfully achieving the Certificate.

³⁶ The CMG agreed to not require evidence for this unit in the new version of the Programme September 2021.



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- 14.6 The Control Sheets containing the Candidate's progress details will be maintained by the Provider and circulated quarterly to the Management Group.
- 14.7 The Training Provider will provide each Candidate with a Quarterly Progress Report every quarter, and where a Candidate is sponsored, a copy will be sent to the Sponsor.³⁷
- 14.7 In the event of loss of a Certificate by the Certificate Holder, the Certificate Holder will be required to complete a Lost Certificate Form, pay the appropriate fee, and submit this to the Provider³⁸.
- 14.8 Certificate Holders who change their names may request to update their names on the HM Certificate by completing and submitting a Duplicate Certificate Form to the Provider and paying the appropriate fee³⁹.

MCA RECOGNITION:

- 15.1 The Certificate Management Group will follow the MCA recognition process to retain the MCA Recognition⁴⁰ and will be subject to an MCA audit at intervals of 5 years. The MCA may withdraw their approval if they find the rules and procedures are not being followed.
- 15.2 Should the Provider be changed within the 5-year MCA audit period then the MCA will audit the new Provider within three months of the new Provider being in post.
- 15.3 The Provider will maintain records for the Training Management Manual which contains all the documentation and QA procedures for the Harbour Master Certificate course.
- 15.4 The Training Management Manual is governed by the UKHMA and should only contain the UKHMA logo and branding.

³⁷ CMG, 26.10.2021.

³⁸The Provider will check the HM Certificate Register records and consult with the Executive Officer. The Certificate Management Group will make the decision to re-issue the Certificate. The HM Certificate Register will be updated accordingly.

³⁹ The Provider will check the HM Certificate Register records and consult with UKHMA Executive Officer. The UKHMA HM Certificate Management Group will make the decision to re-issue the Certificate. The HM Certificate Register will be updated accordingly.

⁴⁰ Awarded to the Harbour Master Certificate course in (2019).



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- 15.5 The Certificate Management Group will undertake an annual Quality Assurance Management Review and these records are to be maintained by the Provider.
- 15.6 The Certificate Management Group or Provider will undertake QA Internal Audits as detailed in the Internal Audit Schedule of the Training Management Manual, and these records are to be maintained by the Provider.
- 15.7 The Internal Audit reports will be discussed at the Certificate Management Group meetings.
- 15.8 The UKHMA will retain a copy of every Harbour Master Certificate that is awarded to each candidate in accordance with the MCA approval process⁴¹.
- 15.9 The Trailblazer Apprenticeship Scheme⁴² is a separate qualification for individuals to study as a route towards the Harbour Master Certificate qualification and not affiliated to the Association or its Certificate.

⁴¹ The copy of the certificates is to be kept for a minimum of 5 years or until the Certificate Holder's 70th birthday.

⁴² . The Certificate Management Group agreed that the Assessors would not get involved in the assessments of the written work for the Trailblazer Apprenticeship; that once a candidate had completed the written component of the Trailblazer Apprenticeship Scheme and had been put forward for the oral examination the CMG would make a decision whether that candidate was suitable to be put forward for the Oral examination. The CMG would organise an oral examination following the oral examination procedures for the HM Certificate candidates for the Trailblazer candidate.