DIPLOMA IN
MARITIME BUSINESS MANAGEMENT

Maritime administration skills and industry knowledge for managers in shipping and related businesses

DISTANCE LEARNING

Course Programme

1. Maritime Economics
2. Management Concepts and their application in the Maritime Industry
3. Maritime Law
4. Maritime Administration, Operations and Crew Management
5. International Maritime Regulations and Codes
6. Marine Insurance
7. Chartering Policy and Marketing Strategy
8. Maritime Financial Management
9. Maritime Logistics

COURSE DIRECTOR:

Katerina Konsta Dip Fin, BSc, MSc, PhD (cand)
Head of Shipping, Transport and Logistics
Business College of Athens, Greece

"Gives a comprehensive grounding in the theory and practice of maritime business management"

"An ideal launching pad for a management career in the maritime industry"

IDEAL FOR:

- Maritime professionals moving into a new or more senior management role
- Ship-board officers looking to move to a shore-based management role
- Existing managers seeking a formal qualification
- Maritime employees aiming to enhance career prospects
- Shipping companies developing experienced staff

CONTINUING PROFESSIONAL DEVELOPMENT

The Diploma in Maritime Business Management is recognised by the Institute of Marine Engineering, Science and Technology (IMarEST) as contributing to the Continuing Professional Development (CPD) needs of its members.

Enquiries Tel: +44 (0)20 7017 4237 Visit: www.lloydsmaritimeacademy.com/mbm
Dear Colleague,

The importance of the maritime industry to the world economy cannot be understated, with approximately 90% of world trade being carried by the international shipping fleet. The career opportunities for professionals working in or alongside this sector can be great. For success in this field, aspiring or existing managers must have a thorough and up-to-date understanding of the forces and frameworks which drive and shape the maritime sector, as well as the key administrative and leadership skills needed in globally competitive organisations.

The North West Kent College and Lloyd’s Maritime Academy partnership offers a qualification that helps you fulfil your management potential in today’s global maritime industry. The Diploma in Maritime Business Management provides both the industry knowledge and management skills needed to lead a successful business in the shipping and maritime logistics field. Students will gain a detailed foundation of knowledge in maritime economics, logistics, policy and law. They will also acquire competencies in key areas of maritime administration and organisational leadership such as planning, operations, marketing and financial management.

The diploma is designed for anyone in the maritime industry who wants to move into a new or more senior management role, or who has worked in management but has never had any relevant qualifications. From ship-board officers looking to a shore-side management role, to shore-based employees aiming to develop their skills and enhance their career prospects. Maritime professionals seeking to broaden their employment horizons will benefit, as well as shipping companies who wish to enhance the management efficiency of their business.

Whatever your motivation, this programme is uniquely designed to provide professional development with minimal impact on your work and other commitments. Being delivered by distance learning, you can gain a qualification without having to travel or take time away from work. Materials are available online for you to download and study when it suits you. Tutorial support is offered throughout the course via an online forum, where you can also network with other students around the world.

Together with my fellow faculty members of academic and industry experts, I am sure this diploma will help you on the path to fulfilling your career potential in the maritime industry.

We look forward to receiving your application to enrol.

Katerina Konsta
Course Director
Head of Shipping, Transport and Logistics, BCA College, Greece

THE ADVANTAGES OF STUDYING BY DISTANCE LEARNING

If you’re unable to take time away from existing commitments to study but want to further your knowledge, enhance your career or increase your competitive advantage, then distance learning is the solution for you.

Enjoy the full benefits of studying within your current circumstances, using this freedom and flexibility of distance learning to your advantage.

By undertaking this course you will:
- Gain a qualification from an internationally recognised UK academic institution
- Access materials written and updated by industry professionals and academics
- Receive dedicated support from the faculty and the Course Director
- Network with fellow colleagues via the online forums
- Complete regular assessments
- View sample exam questions online

You can set the pace at which you learn — applying your newly acquired knowledge, skills and expertise to your work straightaway.

For more information about how distance learning will work for you, please visit the course website and click on the ‘About Distance Learning’ tab.

COMPANIES THAT HAVE ALREADY BENEFITED FROM LLOYD’S MARITIME ACADEMY MANAGEMENT TRAINING INCLUDE:

A.P. Moller
Abu Dhabi National Tanker Co
Alliance Marine Services
Andritz Shipping Co. Ltd
Anglo Eastern Shipmanagement Ltd
Baja Ferries USA
Barber Ship Management
Bibby Line Ltd
BP Shipping Bunkers (Ltd) Pty
Celebrity Cruise Line
Centrifon Management Inc.
Chevron Texaco Shipping Co. LLC
Clyde Marine
CMY-CGM
Columbia Ship Management
Cunard Line Ltd
Delmas
Denholm Ship Management Ltd
Det Norke Veritas
Dohle (IOM) Ltd
Dolphin Offshore Enterprises
Dorchester Maritime Ltd
DSI Shipping Ltd
Dubai Dry Docks
Dubai Petroleum Co.
Emirsk
Emerald Shipping Ltd
Eurasia Maritime Management
Fred Olsen Cruise Lines Ltd
GAC Marine Shipping
Grimaldi Lines
International Shipping Services
International Tanker Management Ltd
INTESSCO Ltd (Ukraine Branch Office)
Jo Tankers BV
Lasco Shipping Co
Lativan Shipping Co.
Lloyd’s Register of Shipping and Industry Services SA
Maersk Maritime Services
Malta Maritime Authority
Mideast Ship Management Ltd
Mitsui O.S.K Lines Maritime
NATO Undersese Research Centre
Nautika Sdn Bhd
Norfolk Line
Norwegian Maritime Directorate
Oceandrive Shipping
OOC
Orient Ship Management
OSG Ship Management
P & O Nedlloyd
Panama Maritime Authority
Petrabas Transporte S.A - Tranpetro
Port Authority of Jamaica
Primorsk Shipping Corporation
Qatar Liquefied Gas Company
Reederei ‘Nord’ Klaus E.Oldendorff
Scandlines
Seacor Marine (International) Ltd
Serco Denholm Ltd Services S.A
Shell Ship Management Ltd
Single Buoy Moorings (SBM) Inc
SMIT Nigeria Ltd
State Oil Company of Republic of Azerbaijan
Stena Line
Stolt-Nielsen Transportation Group
Subsea Petroleum Services
Technip Offshore UK
Teekay Shipping
TESMA Holding
Texaco Ltd
Thomas Miller P & I Club Ltd
Thome Ship Management PTE Ltd
Thoresen & Co. (Bangkok) Ltd
Tidewater Marine
Transport Canada
Trinity House
Tsakos Shipping & Trading
UK Hydrographic Office
Unicorm Management Services Ltd
United Marine Dredging Ltd
US Navy
V. Ships
Vela International Marine Ltd
Vemar Shipping Ltd
Wallenius Marine AB
Wartsila

For more information tel: +44 (0)20 7017 4237
Module One

Maritime Economics

- Shipping and the economy
- The shipping market
- Shipping market cycles
- Supply and demand
  - The demand for sea transport
  - The world merchant fleet
  - The supply of sea transport
- Freight rates
- The four shipping markets
  - The freight market
  - The Sale and Purchase (S&P) market
  - The newbuilding market
  - The demolition market
- Cargoes and ships
- Trading areas and flows
- Fleet and transport supply
- The decisions facing ship owners
- The economics of second hand ships and new buildings
  - The cost of running ships
- Shipbuilding and scrapping
- Politics v. economics
  - How regulations affect shipping economics
- Clarkson's data
- Reports

Katerina Konsta
Head of Shipping, Transport and Logistics
BCA College, Greece

Module Two

Management Concepts and their application in the Maritime Industry

- Introduction to management
- The four functions of management: planning, organising, leading, controlling
- Foundations of planning
  - Types of plans
  - Basic planning rules
- Modern methods of planning used in the maritime industry
  - Management by Objectives (MBO)
  - Strategic Management (SM)
  - Total Quality Management (TQM)
- Planning tools and techniques used in shipping companies
  - Scanning, forecasting, benchmarking
  - International Organisation for Standardisation (ISO) 9000 standards
  - Budgets, scheduling, breakeven analysis
  - Forecasting, linear programming and queueing theory
- Decision making
  - Group decision making
- Basic organisation designs
  - Elements of structure
  - Types of structures
  - Contingency variables affecting company structure

Module Three

Maritime Law

- The maritime legal framework
- What is “international law”?
  - Private and public law
  - Contracts, applicable law and private international law
  - Public international law
- Public international law in shipping: an introduction
  - The International Convention for the Safety of Life at Sea (SOLAS)
  - Pollution control
- Contract law
- The law of torts
- Criminal law
- Dispute resolution

Susan Hawker
Senior Lecturer, Faculty of Law
London Metropolitan University, UK

Module Four

Maritime Administration, Operations and Crew Management

- The administration and operation of ships
- Ship and voyage management
- Functions of the operations department within a shipping company
  - Ordering bunkers
  - Keeping voyage files
  - Ships’ logs
- Crew management
- Main divisions within Human Resource Management (HRM)
- The changing role of the personnel/human resources manager in a shipping company
- Introduction to techniques of HRM practice
- Employee involvement
- Employee satisfaction: motivation and attitudes to work survey
- Personnel assessment: recruitment and appraisal interviews
- Organisational effectiveness: training
- Communication skills in shipping
  - Communicating with various parties for the multiple needs of ships
- Time management
  - Dealing with multiple tasks and prioritising them

Semiramis Koliou
Lecturer, Shipping, Transport and Logistics
BCA College, Greece

Module Five

International Maritime Regulations and Codes

- Regulating the maritime industry
- Overview of the regulatory system
- The effect of regulations on maritime economics
- Classification societies
- The law of the sea
- Registration and the role of the flag state
- Coastal and port states
- How maritime laws are made
- The International Maritime Organization (IMO)
- IMO Conventions
  - International Safety Management (ISM) Code
  - International Ship and Port Facility Security (ISPS) Code
  - SOLAS
- The International Labour Organization (ILO)
  - ILO Labour Convention
  - The regulation of competition in shipping
- International ship managers’ associations
- The environmental aspect
  - Ships’ traffic and navigational safety
  - Ship-generated waste
  - Accidental pollution and response
  - Air pollution
  - Releases of alien species in ballast water
  - OILPOL/MARPOL
  - Oil Pollution Act 1990
- UN conventions
  - 1958 Geneva Conventions on Law of the Sea
  - 1972 World Heritage Convention (UNESCO)
- EU regulations
- Oil spill prevention and quality assurance
- ISO codes
- Other issues of environmental concern

Katerina Konsta
Head of Shipping, Transport and Logistics
BCA College, Greece

Module Six

Marine Insurance

- Introduction to marine insurance
  - Risk management and insurance
  - The markets
  - P&I clubs
  - The role of brokers
- The Marine Insurance Act 1906 and the IUA/ILU Clauses
- The marine insurance contract
- Main principles of marine insurance
  - Recent developments
- Risks insured and exceptions
- Losses
  - Property and liability insurance
  - The classification of losses
- Particular average
  - Measure of indemnity
  - Salvage

For more information email: lma@informa.com
- Sue and labour
- Subrogation

• General average
  - Calculation of contribution
  - Shipowners’ lien on cargo and security
  - Liability of insurers

• Hull and cargo insurance

Dr. Constantina Sampani
Lecturer, Shipping, Transport and Logistics
BCA College, Greece

Module Seven
Chartering Policy and Marketing Strategy

• Chartering negotiation and fixture
  - Negotiation of the charterparty contract
  - Drawing up the charterparty contract

• Chartering calculations
  - Voyage estimations
  - Laytime calculations

• Charterer’s and shipper’s policy
  - Charterer’s requirements in the dry bulk market
  - Charterer’s requirements in the liquid bulk market
  - Shipper’s requirements in the liner market
  - Decision making process of charterers and shippers

• Chartering policy of shipping companies
  - Chartering policy of shipping companies in the bulk and liner markets
  - Decision making process of shipowners in the bulk and liner markets

• Marketing of shipping companies as a tool for improvement of chartering policy
  - Shipping marketing with customer/charterer orientation

• Marketing strategies and policies of shipping companies
  - Dry bulk shipping companies
  - Liquid bulk shipping companies
  - Liner shipping companies
  - Marketing strategies, policies and advertising programs of the leading shipping companies

• Business ethics and social responsibility in shipping

Dr. Evi Plomaritou
Lecturer, Shipping, Transport and Logistics
BCA College, Greece

Module Eight
Maritime Financial Management

• Understanding financial terms
• Issues of financing in the maritime industry
• Content and usage of accounts
• The operating statement
• The concept of breakeven
• Breakeven and decision making (cost/revenue relationships)
• Budgeting and forecasting
• Financial controls
  - Credit control
  - Cash flow
• Assessing major capital projects

Nigel Smith FCA, FCCA
Principal
The Financial and Management Training Consultancy, UK

Module Nine
Maritime Logistics

• Introduction and definition to logistics and supply chain management
• Trade offs and logistics
• Distribution channels
• Modal choice and intermodal systems
• Port management
  - Economic management of ports ( tariffs)
  - The price elasticity of demand and its significance in ports pricing policy
  - Port investment criteria
  - Introduction to methods for evaluating investments
  - Cargo handling equipment
  - Port traffic control
  - Pilots, stevedores, dredge companies, suppliers, freight forwarders, repair firms
  - Agents, relationships with principals and services rendered to ships
  - Port privatisation steps
• Port operations and logistics management
• Benchmarking in logistics
• Reverse and green logistics
• Port location and development
• Ports and warehousing management
• Port ownership and administration
• Port policy and management
• Ports and the environment

Katerina Konsta
Head of Shipping, Transport and Logistics
BCA College, Greece

OTHER COURSES AND EVENTS

Distance Learning

Diploma in Marine Investigation
March 2011
Diploma in Ship Management
March and September 2011
Diploma in Ship Superintendency
April 2011
Certificate in Chartering
April and September 2011
Certificate in Maritime Economics
May 2011
Certificate in Maritime Trade & Transport
May 2011
Certificate in KPIs for Shipping
June 2011
Certificate in Marine Claims
July 2011
Postgraduate Diploma in Marine Insurance
September 2011
MBA in Shipping & Logistics
September 2011
Diploma in Small Craft Surveying
September 2011
Postgraduate Diploma in Maritime Law
October 2011
www.lloydsmaritimeacademy.com/distancelearning

Seminars

Marine Cargo Claims
February 2011
Background to Shipping
April 2011
Ship Finance Masterclass
June 2011
www.lloydsmaritimeacademy.com/seminars

For more information tel: +44 (0)20 7017 4237
Katerina Konsta Dip Fin, BSc, MSc, PhD (cand) is currently Head of the Shipping, Transport and Logistics department at BCA College in Athens (Greece) which collaborates with London Metropolitan University (UK). Her extensive teaching experience has been gained at various colleges and universities, lecturing on undergraduate courses in shipping, maritime business and related subjects.

She also has many years’ experience as an industry consultant, working in Greece and the UK on varied projects in national and international shipping and logistics.

Katerina holds a degree in Maritime Business with Maritime Law from the University of Plymouth (UK). Prior to this, she studied Business & Finance at North Hertfordshire College (UK). Her postgraduate studies include International Shipping at the University of Plymouth (UK) and Maritime Studies with International Transport at the University of Piraeus (Greece).

Katerina is also a member of the International Association of Maritime Economists (IAME), Women’s International Shipping & Trading Association (WISTA) and Hellenic Association of Maritime Economists (HAME).

Her area of research focuses on shipping policy and strategy, logistics, freight analysis and vessel sale and purchase. She is the author of articles and papers in a range of magazines and newspapers as well as being a reviewer for the Maritime Policy & Management Journal. She is a respected participant in various shipping and logistics conferences and forums.

**ACCREDITING AND SUPPORTING BODIES**

**The International Federation of Ship Masters’ Associations**
The International Federation of Ship Masters’ Associations was established in 1974 to uphold international standards of professional competence for seafarers commensurate with the need to ensure safe operational practices, preservation from human injury, protection of the marine environment and safety of life at sea. [www ifsma org](http://www.ifsma.org)

**The Marine Society**
The Marine Society recognises the particular value of Lloyd’s Maritime Academy’s programmes for seafarers and is committed to enhancing the well-being of professional seafarers from all the sea services whether they be serving, former or prospective seafarers. Amongst the London based organisation’s operations are the promotion and facilitation of seafarers’ education; the provision of an exchange onboard book/media service to ships throughout the world; expert, impartial and confidential advice on any matter of concern to seafarers; and assuming a leading role in promoting the sea as a career.

[www.marine-society.org](http://www.marine-society.org)

INTERESTED IN A CORPORATE OR CUSTOMISED DELIVERY OF THIS COURSE?

This course can be delivered directly to your company or organisation by distance learning or instructor led workshops whilst including a range of additional benefits to meet your specific business objectives:

- **Customised delivery** - additional company focused content, case studies and examples
- **Blended learning** - incorporating workshops, online tutoring, additional assessment and skills training
- **Flexibility** - scheduled to suit your requirements
- **Support** - dedicated staff providing required progress reporting

To find out more about the benefits of Corporate Training and how distance learning can be a cost effective means of achieving your training goals, telephone +44 (0)20 7017 4455 or email ct@informa.com.
COURSE DELIVERY: The course is delivered by distance learning, with access to associated online course discussion forums. HOW TO ENROL: Complete the enrolment form or “Fast Track” online at www.lloydslistmeacademy.com You will be given full details by the course team before being forwarded to the Course Director/ academic partner for approval. Participants will be notified by email of their acceptance or rejection. Please ensure that you enrol in sufficient time for your application to be processed and confirmed as you will need to set your course start date. Enrolments after the application deadline will be accepted but payments must be made and your enrolment will not be confirmed if your enrolment is declined.

COURSE FEES: Course fees and any additional options are listed on the enrolment form.

ONLINE DIPLOMA FEE: This is for participants wishing to receive the course materials online and save/print the documents themselves. The fee covers access to the modules, assignment marking, tutorial seminar costs, forum access, examination costs and the issuing of your final certificate.

FOR INTEREST ONLY FEES: This covers online access to the modules and course forum only. Students will not be able to access tutor support or attempt the examination. Register to receive a certificate of completion.

PRINTED MATERIALS FEE: This is an additional optional fee for participants who wish to receive printed bound modules in the mail in the UK and airmail overseas.

AIR COURIER FEES: This is an additional optional fee for participants who wish to receive printed bound modules in the mail in the UK and airmail overseas.

EARLY BOOKING DISCOUNT: Participants applying early in the enrolment process may be entitled to an early booking discount. Please check the enrolment form for details and deadlines.

INSTALMENTS: The course fee can be paid in four equal instalments over the first eight months of the course. If required, please indicate your requirement for this on your enrolment form.

PAYMENT: If you have not received an invoice within one month of applying for the course, please call us on +44 (0) 207 017 5150.

TEACHING METHOD: The course is delivered by distance learning, with access to associated online course discussion forums.

ACADEMIC QUALIFICATIONS FOR ENTRY: Participants should be able to follow the following levels of academic qualifications:

- Level 5 or equivalent
- NVQ Level 4 or equivalent

Participants with no formal qualifications but who can demonstrate a number of years of relevant experience are welcome to apply.

COURSE DURATION: The course begins on 9th August 2011 with the release of the first module. Modules are released on the 1st of each month.

END: 10th July 2012 with the examination.

MODULE DELIVERY: Electronic versions of the materials in PDF format are available for download and leave to your computer and print from the course website. You can also opt to have hard copies for an additional fee.

PAYMENTS: Additional fees may apply. Students will be notified by email of the delivery of a module.

EXTRA MODULES: The modules are designed to be self-contained, however, a supplementary reading list will be included in the course handbook.

COURSE WEBSITE: The course website has been developed in order to offer participants comprehensive and flexible access to course materials and support modules. The website also provides access to a course discussion forum allowing you to enhance your learning experience through interaction with your fellow participants.

WEB ACCESS: Further information will be emailed to participants after enrolment and your username and password will be supplied in the week before the start date. It is essential that you provide a current personal email address on your application form as we will be unable to send you access details without delay.

ASSESSMENT STRUCTURE: TUTOR MARKED ASSIGNMENTS: The course is assessed by written examinations at regular intervals and they are a compulsory element of the course. Assignments include a variety of formats designed to test understanding of all the modules. Collectively the assignment counts towards 40% of a participant’s total mark.

EXAMINATION: The examination is worth 60% of an examinee’s total mark.

STUDY TIME: As a rough guide, you may spend between 10 and 30 hours studying each module in a month with additional time needed to complete the tutor marked assignments. Studying time is conditional upon the participant’s preferred study style, existing knowledge, experience and whether English is their mother tongue.

The nature of a distance learning programme requires students to adopt an independent approach to their studies. In order to study independently, you will require good time management skills and self-motivation.

TUTOR SUPPORT: SEMINARS: There will be two seminars held during the course in London. The first will be held on Friday 4th November 2011 and the second on Monday 9th July 2012. They afford an excellent opportunity to meet fellow participants, the Course Director and course authors. Further information will be sent to you in your course handbook.

COURSE DIRECTOR: To support you during your studies the Course Director is available to help with any problems or technical questions by email at feedback@lloydslist.com.

ADMINISTRATION: For matters relating to enrolments, modules etc, contact Danielle Knight on +44 (0) 20 7017 4552 or email mail@lloydslist.com.

EXAMINATION: EXAM DATE: 10th July 2012.

EXAM LENGTH: Three hour open-book exam.

LOCATION: Examination is held in London. However, subject to available support facilities, arrangements can be made for candidates to sit the exam in the location at which they are based at the time.

To take advantage of the examination you will need to set your course start date in order to give the course organiser at least three months before the exam so we may make the necessary arrangements.

Additional fees may apply.

COURSE AWARDS: The following awards are presented by the North West Kent College on completion of the course.

DIPLOMA: Satisfactory candidates at the end of the course will be given a Diploma. Participants are either awarded a pass, merit or distinction depending on the level of their achievement.

CERTIFICATE: If you choose not to sit the exam, subject to successful completion of the compulsory tutor marked assignments, participants may be awarded a Certificate.

Note: This information provided is a broad outline of what students can expect from the course. Accepted applicants should refer to their course handbook for a more comprehensive overview of the course.

Lloyd’s Marine Academy is an approved learning provider on the Enhanced Learning Credits scheme. If you are a member of the armed forces and wish to enrol, please visit www.enhancedlearningcredits.com for more information or quote our learning provider number 2035.

All information is correct at the time of going to print and due to any unforeseen circumstances may be subject to change without prior notice.

ABOUT THE COURSE

Lloyd’s List

Sign up for a trial to Lloyd’sList.com and get all the most important shipping news, analysis and comment at no charge today. Visit www.Lloyd’sList.com/trial or email: marketing@lloydlist.com

For more information tel: +44 (0) 207017 4237

Lloyd’s and the Lloyd’s crest are the registered trademarks of the Society incorporated by the Lloyd’s Act 1871 by the name of “Lloyd’s”.
Application for Enrolment Form

Diploma in Maritime Business Management 2011-2012

Comences: 9th August 2011
This form to be returned to: Danielle Knight
Lloyd’s Maritime Academy,
6th Floor, 29 Bressenden Place, London, SW1E 5DR
Fax: +44 (0)20 7017 7854 Email: lmaadmin@informa.com

PLEASE COMPLETE ALL SECTIONS AND USE BLOCK LETTERS.

STEP 1: PARTICIPANT DETAILS

1. Participant (Mr/Mrs/Ms/Miss/Dr/Capt) Other

Family name ________________________________ First name ________________________________
Job title ________________________________ Company ________________________________
Mailing address for Modules & Diploma / Certificate (All applicants must complete this section even if you intend to receive your material via the website only)
Address (Company/Personal) ________________________________ Address line 1 ________________________________
Address line 2 ________________________________
Town/City ________________________________ Postcode/Zip code ________________________________
Country ________________________________ Mobile/Cell ________________________________
Telephone number ________________________________ Preferred email ________________________________
Date of Birth ________________________________ Gender (M/F) ________________________________
Nationality ________________________________ Country of permanent residence ________________________________

2. Billing information. Name and address for the invoice if different to above (Mr/Mrs/Ms/Miss/Dr/Capt) Other

Family name ________________________________ First name ________________________________
Job title ________________________________ Company ________________________________
Contact address for correspondence ________________________________
Town/City ________________________________ Postcode/Zip code ________________________________
Country ________________________________ Mobile/Cell ________________________________
Telephone number ________________________________ Preferred email ________________________________

3. How did you hear about the course?

STEP 2: FINANCE

A) Please select start date and relevant price below

☐ I am taking the full Diploma/Certificate option: (ie: I will receive course materials and information by website only).

| Enrolment 1 | Fee: £2995 (VAT exempt) for applications received on or before 27th May 2011 |
| Enrolment 2 | Fee: £3145 (VAT exempt) for applications received after 27th May 2011 |

☐ I am taking the Diploma in Maritime Business Management for interest only ☐ £2250 (VAT exempt)

☐ I would like to receive printed copies of the course material in addition to the online course ☐ £400 additional fees due (VAT exempt)

☐ I would like my printed materials sent by air courier. Your daytime telephone number must be provided here to ensure air courier delivery ☐ £350 additional fees due (VAT exempt)
Tel: ________________________________

B) Instalment Plan

☐ Yes, I would like to pay my course fees in four equal instalments over the first eight months of the course

STEP 3: PAYMENT DETAILS

Please provide your credit card details. No charge will be taken at this point, or without contacting you first, but if you fail to pay any invoice in full and on time, we will charge the card for any outstanding sums. An invoice will be issued upon your approval onto the course and is due for payment within the terms stated on it.

Card no ________________________________ Expiry date ________________________________ CVV Number ________________________________ Signature ________________________________
Card holder’s name ________________________________ Contact tel no ________________________________
Card holder’s billing address ________________________________
**STEP 4: EMPLOYMENT DETAILS**

<table>
<thead>
<tr>
<th>Present company/employer name</th>
<th>Your position</th>
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<tbody>
<tr>
<td>Address of present company/employer</td>
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<tr>
<td>Work telephone number</td>
<td>Work email address</td>
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<td>Training Managers name</td>
<td>Approving Managers name</td>
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<td>Approving Managers telephone number</td>
</tr>
<tr>
<td>Training Managers email address</td>
<td>Approving Managers email address</td>
</tr>
<tr>
<td>Name, position and address of your last employer</td>
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</tbody>
</table>

**STEP 5: EDUCATION.** School, College or University name and subjects passed with grades.

**STEP 6: RELEVANT EXPERIENCE.** In the absence of formal qualifications, briefly state your relevant work experience.

**STEP 7: OTHER PROFESSIONAL QUALIFICATIONS**

Please give details of any professional qualifications and name of professional bodies or associations you may belong to

**STEP 8: LANGUAGES SPOKEN**

Mother tongue

If English is not your mother tongue, please state how long you have been speaking English and/or attained IELTS or TOEFL credits if applicable:

**STEP 9: REFERENCES.** In the event a reference may be needed to support your enrolment, please give the name and address of one referee and his/her position

**STEP 10: SPECIAL NEEDS.** Please provide details of any physical or sensory disability which might in some way affect your studies or may require specialist facilities at the seminars or exam

**STEP 11: DECLARATION**

I agree to adhere to the Lloyd’s Maritime Academy distance learning terms and conditions as on page 6. I confirm that the statements made by me on this form are correct. I understand that by submitting this form I confirm that I wish to be accepted onto the course subject to approval.

Signed ___________________________ Date ________