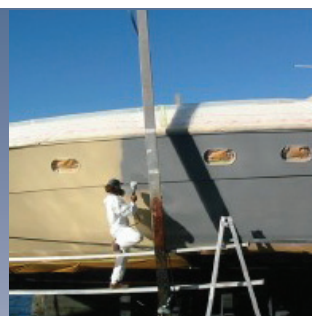


Boating Industry Association

new south wales  
marine industry  
careers guide



new south wales marine industries careers guide

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### Mr Bill Breakspear

Breakspear's Marine Services

President, Marine Industry Mechanical Repairs Association, a division of the BIA

Member, Employment and Training Sub-committee, BIA

Email: [bill.breakspear@tafensw.edu.au](mailto:bill.breakspear@tafensw.edu.au)

### Mr Paul Burgess

Bluewater Marine Surveyors

President, Shipwrights and Boat Builders Association, a division of the BIA

Member, Employment and Training Sub-committee, BIA

Email: [blue.water@optusnet.com.au](mailto:blue.water@optusnet.com.au)

### Mr Michael Jarvin

Advanced Marina Management Pty Ltd

Chairman, Marine Brokers Association, a division of the BIA

Member, Employment and Training Sub-committee, BIA

Email: [MJ@AdvancedMM.com.au](mailto:MJ@AdvancedMM.com.au)

### Mrs Corrina McMillan

Boating Industry Association of NSW

Education and Training Coordinator

### Mr Ross Brown

North Sydney Institute of TAFE - Meadowbank College

Head Teacher, Ship and Boat Building

Phone: 131 674

### Mr Steve Busuttil

Sydney Institute of TAFE

Teacher Marine, Trimming and Sailmaking

Email: [steven.busuttil@det.nsw.edu.au](mailto:steven.busuttil@det.nsw.edu.au)

### Mr Steve Johnson

TAFE NSW

Manager Industry Teams - Industry Skills Unit Meadowbank

### Marina Industries Association of Australia

[www.marinanet.au](http://www.marinanet.au)

### NSW Maritime

[www.maritime.nsw.gov.au](http://www.maritime.nsw.gov.au)

### National Training Information Service

[www.ntis.gov.au](http://www.ntis.gov.au)

### Ms Liz Payne

Learning Insight Director



## About this Careers Guide

With boating being one of Australia's leading leisure activities, the boating industry is both dynamic and diverse and there is an abundance of career pathways awaiting young people with an interest in spending their lives around boats and water.

The Australian Government believes that investing in education, skills and training will guarantee that Australia has one of the most skilled and best trained workforces in the world. This Careers Guide, developed by the Boating Industry Association of NSW, aims to provide you with information to help you identify the opportunities, education and training that is available and to help you select a flexible career path that best suits your interests and abilities.

Ensuring the availability of high quality career information is a key part of the successful transition from school to further education, training and/or work. For Careers Advisors, teachers and parents, this guide is an important resource when advising young people on the wide range of careers available within the NSW marine industry.

There is considerable satisfaction to be gained from the work skills that you learn and apply in an environment working in and around boats of all sizes. In the marine industry work skills and lifestyle intermingles.

### Careers in the boating industry

The Australian marine industry is highly diverse with 2,700 companies generating a \$5.5 billion turnover, while employing 29,000 people. There is a thriving export industry of more than \$750 million annually. The industry is a diverse and exciting one, so if the idea of working with boats appeals to you, there is no end to the opportunities available.

Our industry values people with a wide range of backgrounds and with diverse skills, and can offer the opportunity to work with local, national and international companies. In fact, the opportunities to develop your career are endless: from small craft construction to super yachts and beyond; from engines to sails; from boat building and fit out to repair and maintenance; from marine equipment to marine electronics; from sales and marketing to management; from marina services and management to marine tourism.

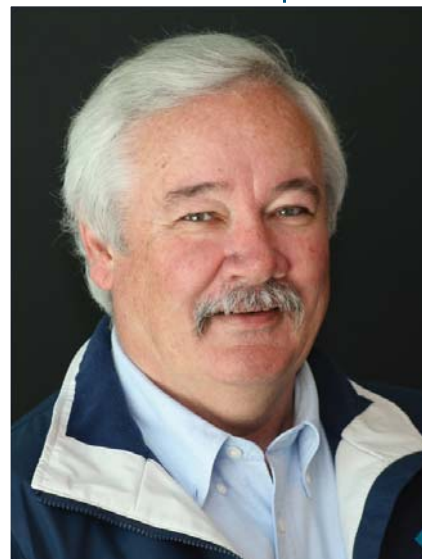
### Getting Started

If you have a passion for boats and boating this Careers Guide is your first port of call about getting started in the marine industry. Next you should discuss your interest with a careers advisor, family and marine industry employers. You can consider placing a Job Wanted notice specifying your area of interest on the BIA's website [www.bia.org.au](http://www.bia.org.au) and check out Jobs Vacant being advertised by BIA members.

Our team at the BIA is always pleased to take enquiries from teachers, careers advisors, students and job seekers and we look forward to providing new entrants into our industry with practical support and encouragement.

#### Roy Privett

General Manager, Boating Industry Association of NSW



# About the Boating Industry Association of NSW

Formed in 1960 to promote boating as a safe and recreational pastime, the Boating Industry Association of NSW (BIA) is the peak industry body representing the recreational boating industry in NSW.

The BIA strives to be the voice and authority to government departments, associated bodies and interest groups, representing the boating and marine industry in NSW, whilst creating awareness within the community and promoting the benefits of safe recreational boating.

Many of you will know of the BIA for its flagship event, the Sydney International Boat Show but its role is much more diverse. The BIA represents the recreational boating industry on issues relating to key legislation as well as actively implementing new initiatives in a number of different fields, including the environment and promoting safe recreational boating.

The BIA is committed to the growth of the marine industry, of a safe boating lifestyle in NSW, for the benefit of all. The BIA is continually campaigning for new and improved boating facilities to cater for the ever-growing needs of boat owners and businesses.

## Who is its membership?

The corporate membership of the BIA represents over 90% of recreational boating industries. Its members include boat builders, retailers, engine distributors, yacht brokers, trailer manufacturers, chandlers, hire and charter boat operators, marinas, shipwrights, mechanical repairers, electrical engineers, surveyors, manufacturers of parts and accessories and wholesale marine distributors - all of which are dedicated to the continuous improvement and sensible regulation of the Boating Industry.

When you see the BIA's logo or any of these logos displayed by BIA members you can be assured that you are dealing with a company which has agreed to abide by the association's Code of Ethics and Code of Practice. You can find out more about these companies when you visit the BIA's website [www.bia.org.au](http://www.bia.org.au)



## Boating Industry Association of NSW Ltd.

53 Hume Street, Crows Nest NSW 2065 Australia

PO Box 1204 Crows Nest NSW 1585 Australia

Telephone: (02) 9438 2077

International telephone: +61 2 9438 2077

Facsimile: (02) 9439 3983

International facsimile: + 61 2 9439 3983

Website: [www.bia.org.au](http://www.bia.org.au)

Email: [info@bia.org.au](mailto:info@bia.org.au)

## Owners and organisers of the Sydney International Boat Show and Rosehill Trailer Boat Show

Website: [www.sydneyboatshow.com.au](http://www.sydneyboatshow.com.au)

Email: [info@sydneyboatshow.com.au](mailto:info@sydneyboatshow.com.au)







# 1 Boat building

## Shipwright



The boat manufacturing industry designs and builds boats of all sizes: everything from catamarans, luxury cruise ships, naval vessels, yachts, motor cruisers and small recreational boats. Some boats are custom built to a client's specifications. Others are produced on a production line.

Once the customer has determined what kind of boat they want, a suitable shipwright is sought, and a meeting is held to discuss the required specifications. The shipwright prepares drawings for the customer which illustrate how the boat will look, how much it will hold, and how the interior layout will be organised. Once the designs are approved, the shipwright builds the boat to the approved specifications.

The boat manufacturing industry employs many specialised craftspeople so there is almost no limit to where you might work with boatbuilding skills.

Here are just some of the areas of specialisation:

- Boat or yacht designer
- CAD (computer aided design) draughtsperson
- Master boat builder
- Naval architect
- Aluminium boat builder
- Fibreglass boat builder
- Composites construction boat builder
- Wooden boat builder
- Model maker
- Marine equipment manufacturing (e.g. boat trailers, marine electronics, rigging, boat lifts and pontoons)

### Consider boat building as your career if you:

- love practical (hands-on) subjects such as industrial technology
- are physically fit
- enjoy working in a team
- enjoy problem solving

### Education and training providers:

#### MEM30705 Certificate III in Marine Craft Construction

Apprenticeship ID: 3413 or 3424 (shipwright)

Available as a part-time school based apprenticeships. This apprenticeship is designed for the marine craft construction industry. Apprentices may select competencies for the manufacturing/repair of boats in fibre-reinforced plastics, timber, and metal, or marina/boat yard operations depending on the areas of occupational specialisation and the specific sector of the industry where you are employed.

Tasks will include:

- production of templates and patterns from full size detail drawings;
- fitting out of internal and external components of vessels;
- installation of engineering drive systems; and
- repairs to wooden, fibreglass, and composite craft.

**Duration: 48 months**

### Training Providers

TAFE NSW - Hunter Institute [www.hunter.tafensw.edu.au](http://www.hunter.tafensw.edu.au)

TAFE NSW - Illawarra Institute [www.illawarra.tafensw.edu.au](http://www.illawarra.tafensw.edu.au)

TAFE NSW - North Coast Institute [www.nci.tafensw.edu.au](http://www.nci.tafensw.edu.au)

TAFE NSW - Northern Sydney Institute [www.tafestudy.info](http://www.tafestudy.info)



# Naval architect

The naval architect is the professional engineer who designs and supervises the construction of sea-going vessels (e.g. ships / yachts). It is the naval architect who integrates the activities of a team and takes ultimate responsibility for the overall project. This demanding leadership role requires managerial qualities and ability to bring together the often-conflicting demands of the various professional engineering disciplines involved to produce a product, which is "fit for the purpose".

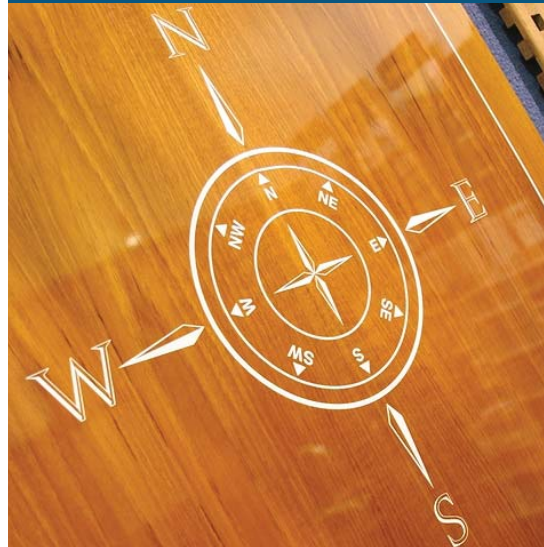
The naval architect must keep abreast of technological trends and be able to utilise complex computer-aided design and analytical tools. The job entails meeting international safety standards to ensure that a safe, economic and seaworthy design is produced.

To undertake all these tasks the naval architect must have an understanding of many branches of engineering and must be in the forefront of high technology areas such as computer aided design and calculation.

## Consider a career as a naval architect if you:

- have a creative, enquiring and logical mind
- have the ability to communicate clearly in speech and writing with others inside and outside the engineering profession
- display sound judgment and qualities of leadership.

The education and training given to the Naval Architect are designed to develop these skills and to lead them to recognised qualifications and professional status. With experience, you can expect to rise from technical ranks to managerial positions.



## Education and training providers:

### Bachelor of Engineering (Ocean Engineering)

University of Tasmania [www.utas.edu.au](http://www.utas.edu.au)

### Bachelor of Engineering (Naval Architecture)

Australian Maritime College, Tasmania [www.amc.edu.au/maritime.engineering/courses](http://www.amc.edu.au/maritime.engineering/courses)

University of New South Wales [www.unsw.edu.au](http://www.unsw.edu.au)

### Bachelor of Marine Science

Macquarie University [www.international.mq.edu.au](http://www.international.mq.edu.au)





## 2 Fit-out & refit



Once the hull construction is complete, the fit-out team interpret plans and specifications to fit and maintain key marine components such as bulkheads, decks, cabins, upholstery, propeller shafts and steering gear.

Boats are also brought into the workshop for maintenance, enhancement or refurbishment. Depending on your area of speciality, you could work with all sorts of materials and construction techniques to assemble or install the interior and above deck components. Refitting boats includes jobs like overhauling, detailing, trimming, engine and transmission maintenance - and even boat plumbing and electrics.

Here are just some of the areas of specialisation:

- Production manager
- Refit coordinator
- Cabinet maker
- Electrician
- Electronics engineer
- Upholsterer and marine trimmer
- Detailer
- Marine mechanic

### Production manager

The production manager oversees the team of trades people who work on the fit-out or refit. They may oversee the installation of marine electrical and electronic systems, the addition of cabin equipment and fittings and coordinate welding, thermal cutting and heating procedures.

**Consider a career overseeing the fit out of boats if you:**

- have good communication skills
- have good organisational and time management skills
- enjoy working with customers
- have excellent technical skills
- can lead a team

#### Education and training providers:

Entry requirements into this career will vary and may include:

- trade qualifications or training in the area of specialisation

### Refit coordinator

As well as managing the team, the refit coordinator works with the customer to identify their requirements and communicate them to the team of trades people, suppliers and contractors.

Your role will vary and could include overseeing the installation of new electric or electronic systems in a fishing boat, organising repairs to woodwork or upholstery of a cabin cruiser or luxury houseboat, or managing the entire rebuild of an ocean racing yacht. You will also need to manage work schedules and coordinate the timely delivery of supplies.

**Consider boat building/refit as your career if you:**

- have good computer literacy
- are self motivated with lots of initiative
- have good communication skills
- enjoy interacting with customers
- have good time and priority management skills
- are well organised
- have high level technical skills, product knowledge and quoting abilities

#### Education and training providers:

Trade qualifications or training in the area of specialisation

## Cabinet maker

Cabinet makers install or repair cupboards, shelves, bunks, seating, tables and galleys in the workshop. They also varnish, hand finish and fit them.

This occupation calls for highly skilled trades people because many boats are beautifully finished, so you may be working with some of the world's most expensive timbers and working with commercial designers to make exquisite interiors.

### Consider cabinet making as your career if you:

- enjoy working with timber
- have excellent technical skills
- take pride in your workmanship

### Education and training providers:

**LMF32109 Certificate III in Cabinet Making**  
Apprenticeship ID 4097

**Nominal duration: 48 months**

Also available as a part-time school based apprenticeship

**Trainer providers:** Check with your local Australian Apprenticeship Centre for the current list of training providers [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

## Electrician

Marine electricians are responsible for installing, maintaining and repairing the specialised electrical systems including both DC and AC components. An electrician's work varies. For example, you may install or replace the bridge, cockpit and navigation lights, spotlights or stereo equipment. You may also install and test snap freezers, holding freezers, portable generators, anchor winches or capstan winches. Depending on the vessel, you may also add a 12V radio or TV, or install a 240V converter to run AC mod cons.

You may refit an older boat with new wiring and a portable generator to accommodate a microwave, AC TV, inverters for AC or dual supply refrigerators.

Consider a career as a marine electrician if you:

- enjoy mathematics
- enjoy science
- have a methodical and safe approach to your work

### Education and training providers:

**UEE30807 Certificate III in Electrotechnology Electrician**

Apprenticeship ID 3680

Also available as a part-time school based apprenticeship.

or

**MEM30405 Certificate III in Engineering (Electrical/Electronic Trade)**

Apprenticeship ID 3411

**Nominal duration: 48 months**

Also available as a part-time school based apprenticeship.

**Training providers:** Check with your local Australian Apprenticeship Centre for the current list of training providers [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)



## Electronics



A job working with electronics is interesting and varied. It could involve you in installing, calibrating, maintaining and repairing the autopilot, radar, GPS (Global Positioning Satellites) electronic charts, receivers and computers. You could also install and maintain HF and VHF receivers, emergency beacons, fishfinders, marine stereo systems, inshore radio, marine TV/FM antenna, solar panels or mounting hardware.

### Consider a career in marine electronics if you:

- enjoy analysing and interpreting electrical data
- have good problem solving skills
- enjoy design and technology

### Education and training providers:

**UE30907 Certificate III in Electronics and Communication**  
Apprenticeship ID 3677

**Nominal duration: 48 months**

or

**MEM30405 Certificate III in Engineering**  
(Electrical/Electronic Trade)

Apprenticeship ID 3411

Also available as a part-time school based apprenticeship

**Nominal duration: 48 months**

**Training providers:** Check with your local Australian Apprenticeship Centre for the current list of training providers  
[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

## Upholstery and marine trimming

The upholsterer / trimmer's role is to create an interior which is both comfortable and practical. Upholstery is a major component of a boat's interior, whether it's waterproof seating for a ski boat or expensive furnishings for a luxury cruiser or yacht. A marine upholsterer needs to understand the special considerations of crafting products that will be affected by corrosion, moisture and vibration.

The marine trimmer designs, installs, repairs and replaces seating, lays carpets and constructs and fits canopies, spray dodgers, biminis, covers and curtains. They also create glamorous interiors for luxury vessels.

### Consider a career in marine upholstery / marine trimming if you:

- have a flair for design
- a keen eye for detail
- precise measurement skills

### Education and training providers:

**AUR30805 Certificate III in Automotive Vehicle Body**  
(Vehicle Trimming)

Apprenticeship ID 4283

**Nominal duration: 48 months**

Also available as a part-time school based apprenticeship

**Training provider:** TAFE NSW Sydney Institute  
[www.sit.nsw.edu.au](http://www.sit.nsw.edu.au)



## Boat detailing

Good boat detailers are highly sort after. They are responsible for thoroughly cleaning and polishing the boat once the fit-out, refit or repair is complete.

Detailers are responsible for giving a luxury boat its spectacular finish and improving its overall appeal.

In this occupation, commonly known cleaning equipment such as vacuums, steam cleaners, machine buffers, shampoo machines and treatments such as waxes, solvents and leather care oils are often used, so detailers need to learn about common chemical reactions.

The length of time it takes to detail a boat depends on the customer's specification and the condition of the vessel.

Boat detailers work outdoors or indoors in showrooms and workshops, or may even operate a mobile service from a van.

### Consider a career in boat detailing if you:

- have an eye for detail
- have good customer service skills
- are energetic / fit enough to climb in and out of boats
- are happy working partly outdoors
- enjoy being busy and can work under pressure
- are reliable and able to follow instructions

### Education and training providers:

**AUR20905 Certificate II in Automotive Vehicle Presentation**

Traineeship ID 4162

**Nominal duration: 12 months**

Also available as a part-time school based traineeship

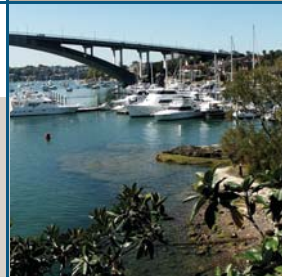
### Training providers:

TAFE NSW - Western Institute [www.wit.tafensw.edu.au](http://www.wit.tafensw.edu.au)

TAFE NSW - Sydney Institute [www.sit.nsw.edu.au](http://www.sit.nsw.edu.au)

TAFE NSW - Riverina Institute [www.rit.tafensw.edu.au](http://www.rit.tafensw.edu.au)

TAFE NSW - Illawarra Institute [www.illawarra.tafensw.edu.au](http://www.illawarra.tafensw.edu.au)



## Sailmaker

If you're a keen sailor and you like the idea of applying the latest technology to improving the performance of sailboats, then you might consider a career in sailmaking. The sailmaker designs, makes, maintains and repairs sails for sailboats. They apply 3D computer modelling and the structural properties of sailcloth materials to create sails that optimise performance.

You will work closely with sailcloth suppliers to implement their latest technological advances in sailcloth and design. You will experiment in the latest fibres and lamination systems and consult champion sailors to develop and produce a first class finished sail. This is a highly skilled occupation requiring an excellent understanding of technology and science applying to sailing. You could end up working in a world-class sailmaker's loft, consulting with champion sailors from around the world and creating sails with perfect shape, precise construction and performance.

Today, one of a sailmaker's most important jobs is to show his customers how to set and trim their sails to get the most out of them. Sometimes a sailmaker will accompany the client out on the water and adjust the sails. The modern sailmaker makes use of computer-aided design and manufacturing tools. Computer graphics can allow the sailmaker to produce a "lines drawing" of the sail. Once the design is complete, the sailmaker can use a low-power laser to cut the material to the exact shape.



### Consider a career in sail making if you:

- enjoy design and technology
- love to sail
- enjoy computer aided design

### Education and training providers:

**LMT20507 Certificate II in Textile Fabrication**  
Traineeship ID 3603

**Nominal duration: 12 months**

**LMT30407 Certificate III in Textile Fabrication**  
Traineeship ID: 3604

**Nominal duration: 24 months**

### Training providers:

Sydney Institute of TAFE [www.sit.nsw.edu.au](http://www.sit.nsw.edu.au)



# 3 Slipways and repairs

The slipway is the hub of work activity on the waterfront. It is where boats are dry docked for repairs and maintenance and where new boats are launched. As well as on the slipways, repairs and maintenance are also conducted on wetberths and moorings.

All manner of skills are required for repairs and maintenance:

- shipwrights carry out repairs and maintenance projects
- metal fabricators repair metal work

- marine mechanics repair and service engines
- maintenance staff carry out antifouling to protect the boats or apply the final paint finishes before they go back into the water
- riggers overhaul and replace rigging on yachts
- ship fitters carry out a variety of work before the boat is re-launched



## Slipway operator

If you work as a Slipway Operator, you will be responsible for organising the work, which takes place on the slipway. Boats will be brought to you for service, external repairs or storage. Your role will involve planning and coordinating the work to be carried out by a range of skilled sub-contractors. You or your team may operate a straddle carrier (equipment to lift boats from the water) and transport them to a hard stand or dry storage using a crane, travel-lift or forklift. As a Slipway Operator, you will hire, orient and train personnel in job duties, safety and environmental practices, employer policy and performance requirements.

### Consider a career as a slipway operator if you:

- have an excellent knowledge of boats
- have good technical skills
- have an ability to coordinate and lead a team
- have good management skills
- have time management skills
- have a commitment to ensuring the protection of our environment and waterways and safe work methods

### Education and training providers:

Progression from Certificate I to IV in Boating Services or other qualification depends on the area of employment and expectations of the employer

#### MEM10305 Certificate I in Boating Services

#### MEM20305 Certificate II in Boating Services

Traineeship ID 3414

Nominal duration: 12 months

Also available as a part-time school based traineeship

#### MEM30905 Certificate III in Boating Services

Traineeship ID 3415

Nominal duration: 24 months

#### MEM40205 Certificate IV in Boating Services

Traineeship ID 3416

**Nominal duration: 36 months**

**Training providers:** Check with your local Australian Apprenticeship Centre for the list of current training providers [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

#### Straddle Carrier Operations and Maintenance

Presented by the Marina Industries Association of Australia [www.marinanet.au](http://www.marinanet.au)



## Marine mechanic / technician

Good marine mechanics are in high demand for the manufacturing process and at slipways, marinas and repair and service outlets.

If you're mechanically inclined consider becoming a marine mechanic. A marine mechanic is responsible for performing maintenance and repair work on watercraft equipment.

Professional marine mechanics are able to service and repair inboard and outboard boat engines, fuel systems, steering systems, electrical systems, manual starters, and navigational systems on different types of watercraft. A marine mechanic spends a significant amount of time studying various types of boat engines. They are trained to diagnose mechanical, electrical and electronic faults.

A marine mechanic may work at boat dealerships, marinas, boat manufacturing facilities, or be self-employed. A marine mechanic must have good communication skills in order to explain technical problems to boat owners.

### Consider a career as a marine mechanic if you:

- have good mechanical and diagnostic skills
- are physically fit
- enjoy problem solving
- have good communication skills

### Education and training providers:

AUR30505 Certificate III in Automotive

- Marine Mechanical

Apprenticeship ID 3286

**Nominal duration: 48 months**

Also available as a part-time school based apprenticeship

### Training providers: TAFE

All through TAFE NSW

Sydney Institute [www.sit.nsw.edu.au](http://www.sit.nsw.edu.au) - full course

Hunter Institute [www.hunter.tafensw.edu.au](http://www.hunter.tafensw.edu.au) - Year 1 only

Illawarra Institute [www.illawarra.tafensw.edu.au](http://www.illawarra.tafensw.edu.au) - Year 1 only

New England Institute [www.newengland.tafensw.edu.au](http://www.newengland.tafensw.edu.au) - Year 1 only

North Coast Institute [www.nci.tafensw.edu.au](http://www.nci.tafensw.edu.au) - Year 1 only

Northern Sydney Institute [www.tafestudy.info](http://www.tafestudy.info) - Year 1 only

Riverina Institute [www.rit.tafensw.edu.au](http://www.rit.tafensw.edu.au) - Year 1 only



## Metal fabricators, boiler makers and welders

Metal fabrication specialists make regular repairs and structural adjustments to boats on slipways. They perform welding, automatic and manual burning, blueprint reading, layout and template making, CAD (computer aided drawings), rigging, operation of mobile and stationary cranes, operation of shears, brakes, rolls, drill press, saws and all other metal fabrication equipment. They may be required to work in confined spaces or in high places on top of large vessels. Workers often use acetylene torches, power grinders and other potentially dangerous equipment.

### Consider a career in boiler making and welding if you:

- enjoy technical activities
- are interested in computer programmable machinery
- are physically fit
- have the strength to handle materials, tools and machines
- have good hand-eye coordination
- are able to work in a team
- are able to work independently
- have patience
- work accurately
- have no skin or breathing allergies
- are safety conscious

### Education and training providers:

**MEM30305 Certificate III in Engineering (Fabrication Trade)**  
Apprenticeship ID 3417

**Nominal duration: 48 months**

Also available as a part-time school based traineeship

**Training providers:** Check with your local Australian Apprenticeship Centre for the current list of training providers [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)



## Riggers

Sailboat riggers install, adjust, and modify sailboat standing and running rigging and assemble and dress masts and spars. A rigger installs and tunes the rigging of racing yachts, custom make spars, beach dollies and trailers, and modifies or customises fittings. You might overhaul a maxi-yacht spar one day and be inspecting rigging on a cruiser the next. Primarily the rigger works with rope and wire to make wire fabrications for lifelines and install various types of balustrades. The rigger will be able to splice almost any type and size of rope, including eye splicing, rope-to-rope, rope to wire and rope tapering.

### Consider a career in rigging if you:

- have an eye for detail and accuracy
- have knowledge and experience of sailing and rope splicing
- enjoy practical outdoor work
- are physically fit
- are able to work at heights
- are good with your hands
- are able to work as part of a team

### Education and training providers:

Progression from Certificate I to IV in Boating Services or other qualification depends on the area of employment and the expectations of the employer

**MEM10305 Certificate I in Boating Services**  
**MEM20305 Certificate II in Boating Services**  
Traineeship ID 3414

**Nominal duration: 12 months**

Also available as a part-time school based traineeship  
**MEM30905 Certificate III in Boating Services**  
Traineeship ID 3415  
Nominal duration: 24 months

**MEM40205 Certificate IV in Boating Services**  
Traineeship ID 3416  
**Nominal duration: 36 months**

**Training providers:** Check with your local Australian Apprenticeship Centre for the list of current training providers [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)



## Painters



The topsides of wooden boats need repainting frequently and fibreglass boats deteriorate with continual exposure to the elements. Professional boat painters learn and use a range of techniques including abrasive blasting in environmentally friendly facilities to prepare paint surfaces and apply coatings to hulls to protect them against corrosion and fouling. The boat painter uses specially prepared anti-fouling paints and finishes. They also work with varnishes and treat the boat's woodwork to increase its resilience to wood rot.

### Consider boat painting as a career if you:

- have a good eye and great attention to detail.
- like to see your work proudly displayed in public
- have a flair for the artistic
- enjoy practical and manual work
- have good hand-eye coordination
- have normal colour vision
- have no breathing-related problems
- have no allergies to thinners or paints

### Education and training providers:

**AUR30805 Certificate III in Automotive (Vehicle Painting)**

Apprenticeship ID 3291

Available as a part-time school based apprenticeship

**Nominal duration: 48 months**

**Training providers:** Check with your local Australian Apprenticeship Centre for the current list of training providers' [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

(See also: Short courses: TAFE NSW)

## Diving

Commercial divers are sometimes engaged to manage underwater repairs, inspections, reporting, and cleaning of ships in ports and marinas.

If you love diving and boats, you could work for a contract commercial diving company as a member of a dive team making underwater inspections and repairs. This profession is highly regulated given the need to protect our waterways from pollutions, so the diver is required to operate ethically and undertake their work within strict legislative guidelines. You will rely on your visual and video inspection skills to check for corrosion or damage and to determine what repairs are needed. You will be cleaning hulls, utilising hand tools, grit-blasting, water-blasting or making wet welding repairs. For many divers, commercial diving in the marine industries offers a well-paid way to see the world - underwater!

### Consider a career in commercial diving if you:

- have a love of diving
- enjoy boats
- understand and are committed to protecting our environment
- are physically fit and able to pass a strict medical examination
- are responsible and safety-conscious
- are able to work as part of a team

### Education and training providers:

Commercial diving certificate - various training providers



# 4 Marina services

A marina is a sheltered harbour where boats and yachts are kept in the water and where services are geared to the needs of recreational boating. Boats are moored, either on buoys, or on fixed or floating walkways that are tied to an anchoring piling by a roller or ring mechanism (floating docks or pontoons).

Many marinas have re-fueling, washing and repair facilities, ship chandlers, stores and restaurants.

Marinas may offer a slipway, boat hoist and repairs and maintenance facilities. They may also offer customers an out-of-water-storage facility for their boats.

Other services that are often available at marinas include boat hire, boat sales or brokerage services. Some have members' social areas or large function centres. In short, working at a marina could have you in any number of different jobs.

Marinas may be owned and operated by a private club, especially yacht clubs - but also as private enterprises or municipal facilities.

Employment opportunities in and around the marina include:

- Marina management
- Dockmaster
- Sales manager and marine attendants
- Operations manager
- Crane operator
- Restaurant manager
- Customer service
- Receptionist
- Administrative assistant
- Fuel attendant
- Security guard
- Boat rigger

## Marina management

The role of the marina manager is to maintain the smooth and efficient running of the marina complex. This role will also involve the upgrading of existing facilities, enhancing the range of services offered, dealing with marina personnel, maintaining customer contact, staying abreast of emerging technology and legislation applying to the boating industry including environmental performance and occupational health and safety.

In short, you will have overall responsibility for all of the activities conducted in the marina including maintaining its business operations.

### Consider a career in marina operations if you:

- have excellent organisational and interpersonal skills
- have good business management skills and strong commercial instincts
- have good leadership skills and can work both autonomously and in a team
- understand the boating industry
- can relate well to customers

### Education and training providers:

Training and education required for marina management positions will vary depending on your position and the size, conditions and services at the marina

#### MEM40205 Certificate IV in Boating Services

**Training providers:** Refer to the National Training Information Services website for the current list of training providers [www.ntis.gov.au](http://www.ntis.gov.au)

**Marina specific professional development presented by the Marina Industries Association of Australia**  
[www.marinas.net.au](http://www.marinas.net.au)

Marine Host Customer Service (MH)

Marine Host 101 (101)

Straddle Carrier Operations and Maintenance (SCOM)

Intermediate Marina Management (IMM)

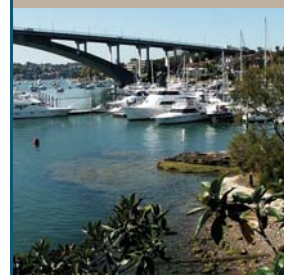
Marine Workshop and Service Manager (MWSM)

Marine Operators School (MOS)

Advanced Marina Management (AMM)

#### Certifications:

Certified Marine Manager, Certified Marina Operator and Certified Marina Service Manager





## Marina attendants and dockmaster

A dockmaster works to ensure the smooth functioning of boats docking and departing a marina. They may also provide special services or accommodations for customers using the marina. The dockmaster is also responsible for inspecting the marina and making sure that necessary repairs get done, or that any problems are reported to the proper authorities.

Often marinas employ a dockmaster to oversee the docks and give help, advice or directions to those using the marina. They may also safeguard the marina from illegal use or incursion on the property. Since marinas often contain boats that are worth millions of dollars, security guards may be employed along with a dockmaster.

The dockmaster provides overall assistance to the general public regarding marine information, marina rules and regulations, docking fees, transient docking and safe boating practices.

One important qualification for the dockmaster is a thorough knowledge of boating and nautical affairs.

Marina attendants report to the dockmaster. They assist customers with their day to day needs, help with fuelling, assisting with tie up, advising of maintenance work and health and safety hazards, ensuring the Marina is kept clean and hazard-free.

### Consider a career as a dockmaster or attendant if you:

- can interpret legislative requirements in relation to safe boating and the environment
- can manage people and make quick decisions
- have a thorough knowledge of boating and nautical affairs
- enjoy working with, and helping people
- like working outdoors



### Education and training providers:

Progression from Certificate I to IV in Boating Services or other qualification depending on the area of employment and expectations of the employer

#### MEM10305 Certificate I in Boating Services

MEM20305 Certificate II in Boating Services  
Traineeship ID 3414

#### Nominal duration: 12 months

Also available as a part-time school based traineeship

#### MEM30905 Certificate III in Boating Services

Traineeship ID 3415

#### Nominal duration: 24 months

#### MEM40205 Certificate IV in Boating Services

Traineeship ID 3416

#### Nominal duration: 36 months

**Training providers:** Check with your local Australian Apprenticeship Centre for the current list of training providers [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

**Straddle Carrier Operators and Maintenance  
Marine Host, Customer Service (MH)**

**Marinas 101 (101)**

**Intermediate Marina Management (IMM)**

Presented by the Marina Industries Association of Australia [www.marinas.net.au](http://www.marinas.net.au)



## Receptionist and general administrators

A good receptionist and good administrative staff are highly valued on the marina site.

These roles encompass a range of duties including answering incoming calls, maintaining communication systems, coordinating vessel movements, maintenance of the customer database, accounts duties including debt management and accounts payable along with other general duties required to support the marina management team.

### Consider a career in reception or administration at a marina if you:

- are a team player
- are capable of working autonomously and unsupervised
- are honest and have a strong work ethic
- are well spoken and have a polite telephone manner
- take pride in your presentation
- are well organised
- can type and use a range of software packages

### Education and training providers:

Business qualifications

Presented by the Marina Industries Association of Australia [www.marinas.net.au](http://www.marinas.net.au)

**Marine Host, Customer Service (MH)**

**Marinas 101 (101)**

**Straddle Carriers and Maintenance (SCOM)**

## Sales services

New, used, brokered sales and chandlery sales are often conducted from premises located at marina sites. Similar services for trailered boats are also offered from retail outlets such as boat dealerships and shops.

See section 7 for details of careers in sales, boat brokering and chandlery.

### Education and training providers

**BSB30107 Certificate III in Business**

Traineeship ID 3712

**BSB40607 Certificate IV in Business Sales**

Traineeship ID 3728

**Nominal duration: 12 months**

Various training providers including the Marine Brokers Association of NSW, a division of BIA



# 5 Trailer Boat

## service, sales & repairs

Many repairs, servicing and sales activities, particularly those relating to trailerable boats are conducted from commercial retail outlets, showrooms and industrial workshops.

### Marine mechanic / Technician

If you're mechanically inclined consider becoming a marine mechanic. A marine mechanic is responsible for performing maintenance and repair work on watercraft equipment. Professional marine mechanics are able to service and repair inboard and outboard boat engines, fuel systems, steering systems, electrical systems, manual starters, and navigational systems on different types of watercraft. A marine mechanic spends a significant amount of time studying various types of boat engines and drive systems. They are trained to diagnose mechanical, electrical and electronic faults. A marine mechanic may work at boat dealerships, marinas, boat manufacturing facilities, or be self-employed. A marine mechanic must have good communication skills in order to explain technical problems to boat owners.

#### Consider a career as a marine mechanic if you:

- have good mechanical and diagnostic skills
- are physically fit
- enjoy problem solving
- have good communication skills

#### Education and training providers:

AUR30505 Certificate III in Automotive

- Marine Mechanical

Apprenticeship ID 3286

**Nominal duration: 48 months**

Also available as a part-time school based apprenticeship

#### Training provider: TAFE

All through TAFE NSW

Sydney Institute [www.sit.nsw.edu.au](http://www.sit.nsw.edu.au) Full course

Hunter Institute [www.hunter.tafensw.edu.au](http://www.hunter.tafensw.edu.au) Year 1 only

Illawarra Institute [www.illawarra.tafensw.edu.au](http://www.illawarra.tafensw.edu.au) Year 1 only

New England Institute [www.newengland.tafensw.edu.au](http://www.newengland.tafensw.edu.au) Year 1 only

North Coast Institute [www.nci.tafensw.edu.au](http://www.nci.tafensw.edu.au) Year 1 only

Northern Sydney Institute [www.tafestudy.info](http://www.tafestudy.info) Year 1 only

Riverina Institute [www.rit.tafensw.edu.au](http://www.rit.tafensw.edu.au) Year 1 only



## Boat workshop assistants

Depending on the size and capacity of the workshop or sales outlet, there are many opportunities for new entrants into the industry to develop their technical, business and customer service skills. A busy workshop may employ staff to carry out routine maintenance and associated services such as servicing decks, hulls, cabin equipment, fittings, washing, cleaning and maintaining vessels and attending to customer enquiries. The experience gained in this way forms the pathway to a number of careers in the industry.

### Consider this career pathway if you:

- enjoy hands on practical work
- have good problem solving skills

### Education and training providers:

**AUR20605 Certificate II in Marine**  
Traineeship ID 4148

**Nominal duration: 12 months**

Also available as a part time school based traineeship.

### Training providers:

All though TAFE NSW

Hunter Institute [www.hunter.tafensw.edu.au](http://www.hunter.tafensw.edu.au)

New England Institute [www.newengland.tafensw.edu.au](http://www.newengland.tafensw.edu.au)

North Coast Institute [www.nci.tafensw.edu.au](http://www.nci.tafensw.edu.au)

OTR Training [www.otrgroup.com.au](http://www.otrgroup.com.au)

## New and used boat sales

Boat dealers and sales representatives sell new and second hand boats along with boat trailers and accessories. The sales professional's job is to assist customers in making the best boat buying decision by:

- utilising professional selling skills to discover customer wants and desires while effectively presenting products
- demonstrating mastery of both internal and competitive product information
- presenting the brand of boats that they sell in a professional and compelling manner

### Consider a career in boat sales if you:

- are ambitious, people-orientated and willing to work hard
- enjoy interaction with customers and can build trusting relationships
- have a passion for boats
- have good product knowledge of boats and the industry
- have excellent communication and interpersonal skills
- have a strong work ethic

### Education and training providers

**BSB30107 Certificate III in Business**  
Traineeship ID 3712

**BSB40607 Certificate IV in Business Sales**  
Traineeship ID 3728

**Nominal duration: 12 months**

Various training providers including the Marine Brokers Association of NSW, a division of BIA  
[www.bia.org.au](http://www.bia.org.au)



## Boat brokering

A boat broker sells boats on consignment. They are engaged in representing a buyer and/or a seller in the process of buying and/or selling marine vessels, both commercial and recreational, sail and power. Boat brokers often assist the parties by providing, coordinating or accessing marketing, financing, insurance, survey, legal, maintenance and/or repair services.

### Consider a career in boat brokering if you:

- enjoy negotiation
- have an excellent knowledge of boating and boats (product knowledge)
- enjoy interaction with customers and can build trusting relationships
- have a passion for boats
- have excellent communication skills and interpersonal skills
- have a strong work ethic

## Chandlery / Retailer

The chandlery is a shop that specialises in selling boating accessories. They are likely to stock everything from rocket launchers to a bung, life vests and flares, bait and fishing tackle.

Chandlers give advice to customers on products which will best suit their circumstances and budget. They need to be fully familiar with safety requirements for boats and have good customer service and communication skills.

### Consider a career in chandlery if you:

- love retail selling
- enjoy boating and / or fishing
- are prepared to learn about new products and communicate with customers
- have sound retail skills
- like assisting customers to source the products they need
- have a good knowledge of products and accessories relating to boats

### Education and training providers in Marine Sales:

The BIA provides a training and accreditation program for boat brokers.

See on going professional development page 30

### Education and training providers:

A range of training qualifications are available in Automotive Aftermarket and Retail Sales including:

#### AUR21105 Certificate II in Automotive Sales (Aftermarket Retail Operation)

Traineeship ID 4171

Available as a part-time school based traineeship

**Nominal duration: 12 months**

#### AUR31005 Certificate III in Automotive Sales (Aftermarket Retail Operation)

Traineeship ID 4172

**Nominal duration: 24 months**

or

Suitable retail qualifications with electives specifically relating to recreational boating and marine product knowledge

**Training providers:** Check with your local Australian Apprenticeship Centre for the current list of training providers





# 6 Professional support services

The boating industry, especially the large companies, needs all the service skills found in other industries. For example, they may engage:

- A General Manager
- IT support services
- Accountant and bookkeeper
- Public relations and marketing personnel
- Human resource manager
- Marketing manager

## Education and training providers:

Training and education required for these positions will vary depending on your area of speciality and position.

Marina specific professional development includes the following courses, which are presented by the Marina Industries Association of Australia [www.marinas.net.au](http://www.marinas.net.au):

**Marine Host; Customer Service (MH)**

**Marinas 101 (101)**

**Straddle Carrier Operations and Maintenance (SCOM)**

**Intermediate Marina Management (IMM)**

**Marine Workshop and Service Management (MWSM)**

**Marina Operators School (MOS)**

**Advanced Marina Management (AMM)**

**International Certifications:** Certified Marina Manager (CMM), Certified Marina Service Manager (CMSM), Certified Marina Operator (CMO)

## General Manager

The general manager has overall responsibility for business planning, financial management, worker health, safety, and productivity, facility care and maintenance.

## Accountant / Book keeper

The accountant manages the day-to-day financial functions and, depending on the size of the organisation you work for, may also have responsibility for costing, stock control, payroll, budgeting, and monthly reporting.

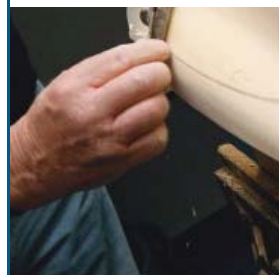
Bookkeepers record and put together summaries of the financial transactions of a business or other organisation for management purposes. Tasks may include: receiving and recording invoices and arranging payment, preparing and sending invoices, calculating and distributing wages and salaries, etc.

## Public relations / Marketing

Marketing and public relations officers / managers promote a company's or client's sales of products or services. This can involve marketing existing products, developing new products to cater for consumer demand, or developing markets for new products or services.

## IT Support services

IT personnel maintain computer hardware and software including boating specific software and security systems. They provide regular computer maintenance.



# 7 Boat operation



Skilled boat operators are always in demand in the industry. They may operate charter boats, recreational and commercial fishing boats, rescue operations or work around ports to undertake light industrial work.

## Consider a career in charter boat operation if you:

- enjoy meeting and chatting with people
- have a good understanding of the marine environment and tourist sites and destinations
- have good communication skills

## Deckhand

A deckhand's general duties vary depending on the type of boat they work on. Deckhands employed on sailing vessels have to work with rigging and may have to scale a 10 metre mast when they are on lookout. Deckhand on a fishing boat will catch, sort, store and clean the catch; deckhands on charter boats primarily take care of the passengers sometimes serving drinks and food or assisting them to rig their fishing gear; deckhands on cargo boats may be involved in shifting cargo on and off boats and assisting crane drivers as they shift heavier items.

## Consider a career as a deckhand if you:

- enjoy early morning starts and physical work
- like to work with navigation charts, electronic navigation systems and learn about weather patterns
- enjoy general maintenance activities

## Consider a career in rescue operations if you:

- have strong seafaring skills and experience

### Education and training providers:

**TDM30107 Certificate III in Transport & Distribution (Maritime Operations)**

**Training provider:**

Wide Bay TAFE Qld [www.widebay.tafe.qld.gov.au](http://www.widebay.tafe.qld.gov.au)

or

Progression from Certificate I to IV in Boating Services or other qualification depending on the area of employment and expectations of the employer

**MEM10305 Certificate I in Boating Services**

**MEM20305 Certificate II in Boating Services**

Traineeship ID – 3414

**Nominal duration: 12 months**

Also available as a part-time school based traineeship

**MEM30905 Certificate III in Boating Services**

Traineeship ID - 3415

**Nominal duration: 24 months**

**MEM40205 Certificate IV in Boating Services**

Traineeship ID 3416

**Nominal duration: 36 months**

**Training providers:** Check with your local Australian Apprenticeship Centre for the current list of training providers [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

# 8 Marine tourism

NSW has some of the most magnificent waterways in the world and boat tour operators provide opportunities for tourists and holiday makers to enjoy Australia's waterways. Commercial tour operators offer an exciting range of services from harbour and river cruises, fishing trip charters, whale watching, eco-tours to jet-boat rides. There are a number of career opportunities which specialise in tourism – just some of them are listed here.

## On-board marine tourist guide

Some charter operators employ tour guides whose role may include providing a tour commentary; pointing out places of interest; providing information about Australian waterways and marine life, the environment and safety and serving refreshments.

### Consider a career as a tour guide if you:

- have excellent communication and customer relation skills
- can observe safety and emergency procedures
- enjoy learning about culture and heritage
- can work in a socially diverse environment
- have a commitment to safe operating procedures and to the environment

### Education and training providers:

**TDM40107 Certificate IV in Transport & Distribution (Maritime Operations)**

or

**SIT30507 Certificate III in Tourism (Guiding)**

Traineeship ID 3783

Nominal duration: 24 months

**SIT40107 Certificate IV in Tourism (Guiding)**

Traineeship ID 3784

Nominal duration: 36 months

### Training providers:

There are a number of training providers delivering these qualifications

Check with your local Australian Apprenticeship Centre [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au) for the current list of training providers or visit the National Training Information Services [www.ntis.gov.au](http://www.ntis.gov.au)

## Tour operators

Tour operators may offer a range of tourist services including operating charter boats including for fishing trips and boating excursions to tourist attractions.

### Consider a career in tour operations if you:

- are skilled in boat operation
- like working with a diverse customer base
- have specialist knowledge in relation to tourist attractions
- have excellent communication and customer service skills
- have good business management and organisational skills
- have a flair for marketing
- have a commitment to safe operating procedures and to the environment

### Education and training

**SIT20107 Certificate II in Tourism**

Traineeship ID 3776

Available as a part-time school based traineeship

Nominal duration: 12 months

**SIT30107 Certificate III in Tourism**

Traineeship ID 3777

Nominal duration: 24 months

**SIT40207 Certificate IV in Tourism**

Traineeship ID 3778

Nominal duration: 36 months

### Training providers:

There are a number of training providers delivering these qualifications. Check with your local Australian Apprenticeship Centre [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au) for the current list of training providers or visit the National Training Information Services [www.ntis.gov.au](http://www.ntis.gov.au)





# Apprenticeships & Traineeships in Boating



# Apprenticeships and traineeships in boating

Joining the boating industry as an apprentice or trainee is a great way to get a head start in a chosen career or to re-train for the career you have always wanted.

They combine time at work with training and can be full time, part-time or school-based to give you a nationally recognised qualification and the experience you need to get the job you want.

Australian Apprenticeships are available to anyone of working age with or without a secondary school certificate or other qualification. You can be a school leaver, re-entering the workforce or an adult worker simply wishing to change careers.

Traineeships and apprentices available in the boating industry include: shipwright and boat building, marine mechanics, trimming and general boating services.

You can also undertake traineeships and apprenticeships in affiliated vocational areas and apply your skills in the boating and marina industries. For example, you can undertake training in composite fabrication (polymers and plastics), maritime operations, marine engineering, tourism and hospitality, business administration or management.

Further information can be found on:  
[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)  
[www.ablac.com.au](http://www.ablac.com.au)  
[www.training.nsw.gov.au](http://www.training.nsw.gov.au)

## Australian apprenticeships and traineeships provide a range of benefits:

- They provide a pathway from school to work, or from one career to another
- They lead to nationally recognised qualifications and skills which provide the basis for employment, further education and training over the course of your working life
- They involve paid work and structured training that can be on-the-job, off-the-job or a combination of both
- The system recognises your existing skills and prior experience so you can be granted credit transfer for qualifications you have already gained, or recognition of the skills and knowledge already gained
- It is "competency based" which means you can complete your training faster if you reach the required skills level
- They provide opportunities for people living in rural and regional areas to develop employment opportunities, establish a successful career, contribute to local industry sustainability and gain the respect of peers and others in the community.
- For more details on Australian Apprenticeships and Traineeships contact the Australian Apprenticeship Centre in an area near you, or visit your local Centrelink office or Job Service Australia provider.





## Tips on finding your dream job in the boating industry



Once you identify the type of occupations which appeals to you the next step is to find your job, traineeship or apprenticeship.

- Tell everyone you know, including your parents and friends that you are looking for a job in the marine industry.
- Place a **Job Wanted** notice on the BIA's website [www.bia.org.au](http://www.bia.org.au) and check out **Jobs Vacant** being advertised by BIA members.
- Visit the BIA's membership list on the BIA's website [www.bia.org.au](http://www.bia.org.au). Make a list of potential employers – note down their names and contact details.
- Send your resume and a covering letter to the employers on your list. Explain who you are and that you are enquiring about a job in boating with their company – include the benefits to them of taking you on as an employee, apprentice or trainee.
- Keep in mind that many job vacancies are not advertised. They are filled because people make direct contact with employers. You can telephone, write or visit an employer, even if they are not advertising vacancies or you have not heard about a specific job. Many employers rely on these direct approaches to fill their vacancies.
- Visit marinas and ask marina staff to refer you to job vacancies.

Job vacancies are also advertised on websites and in local newspapers. Check the advertisements on:

- [www.seek.com.au](http://www.seek.com.au)
- [www.careerone.com.au](http://www.careerone.com.au)
- [www.mycareer.com.au](http://www.mycareer.com.au)
- Sydney and local newspapers
- BIA Member Directory  
[www.bia.org.au/member\\_directory](http://www.bia.org.au/member_directory)

Other sources of help include:

**Centrelink Career Information Centres**  
[www.centrelink.gov.au](http://www.centrelink.gov.au)

Centrelink assists job seekers in identifying options on education and training pathways to work by providing access to career information centres and disability employment services. Centrelink also administers a number of training incentive schemes such as:

- **Youth Allowance** - for full-time students or Australian Apprentices aged 16 to 24 and people aged under 21 who are undertaking job search or a combination of approved activities.
- **Austudy** - for full-time students and Australian Apprentices aged 25 years or over.
- **ABSTUDY** – for Indigenous students and Apprentices
- **Pensioner Education Supplement** – for income support for people in receipt of pensions whilst they are undertaking education
- **Fares Allowance** - for tertiary students who are living away from their permanent home to study.
- **Job Services Australia**  
[www.deewr.gov.au/employment](http://www.deewr.gov.au/employment)  
JSA is a national network of private and community organisations dedicated to assisting jobseekers to find employment.
- **Australian Apprenticeship Centres**  
[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)  
Australian Apprenticeships Centres are contracted by the Australian government to provide one-stop shops for those seeking to take up an Australian Apprenticeship or Traineeship as a career path. The Australian Apprenticeship Centre completes the training contract between the employer and the trainee or apprentice. They also assist the employer to identify a Registered Training Organisation who will conduct the training and assessment requirements.
- **Group Training Companies**  
[www.grouptraining.com.au](http://www.grouptraining.com.au)  
Group Training Companies are businesses that employ apprentices/trainees, and then place them with one or more host trainers (workshops) to undergo their training.

## Making a start whilst at school

School-based apprenticeships and traineeships allow high school students to work for an employer, train towards a recognised qualification, and complete their secondary school studies. They are available across a number of marine industry qualifications. School based Apprenticeships and Traineeships:

- provide an opportunity to gain qualifications or skills that are recognised Australia-wide, and that can count towards the School Certificate or Higher School Certificate

- provide hands-on, paid experience in a workplace
- build confidence and contacts to move from school to work or further study.

Some of the opportunities available for part-time traineeships and apprenticeships have been identified throughout this career guide. In particular, one qualification: MEM10205 Certificate I in Boating Services has been developed especially to provide skills development which can be applied across a range of industry sectors within the boating industry.

## Getting your boat licence

Because you will be working with and around boats, it is recommended that you obtain your boat licence.

To obtain a General Boat Licence (including a Young Adult Licence, applicable to 12 to 16 year olds), you must:

- Complete the compulsory General Licence Boating Safety Course;
- Provide evidence of practical (logbook) experience; and
- Successfully undertake the General Boat Licence test.

### To complete the Boating Safety Course, you can:

1. Attend a Boating Safety course conducted by NSW Maritime or Marine Rescue NSW
2. View the Boating Safety course online at [www.maritime.nsw.gov.au](http://www.maritime.nsw.gov.au).
3. Purchase a DVD for viewing at home

### To provide evidence of practical experience:

1. Undertake a minimum of 3 trips in a powered vessel, under power in the company of an experienced skipper (a person who holds, as a minimum, a valid NSW or interstate General Licence for at least 3 years. Young Adult Licence holders are not considered experienced skippers for this purpose)
2. Details of each trip are entered into a logbook (available free from NSW Maritime Operations Centre, RTA Registry and Government Access Centre, or by download at [www.maritime.nsw.gov.au](http://www.maritime.nsw.gov.au)) and verified by the skipper
3. All elements relating to practical experience competencies as listed in the logbook are covered and initialed by both applicant and skipper.
4. All trips must be undertaken within 12 months prior to the issue of the boat licence.

### To undertake the General Boat Licence test:

1. You must first complete the Boating Safety course
2. The test comprises of 40 multiple choice questions of which the first 15 must all be answered correctly. Of the remaining 25, a minimum of 20 must be answered correctly

3. Licence tests can be undertaken at NSW Maritime Operations Centre, RTA Registry, or Government Access Centre
4. Proof of identity is required. If you are applying for a Young Adult Licence, you must be accompanied by a parent or guardian who must provide acceptable proof of identity.

### ALTERNATIVE METHODS TO OBTAIN A BOAT LICENCE

Two alternative options to obtaining a boat driving licence, are:

1. Completion of a General and Boating Education and Training Course conducted by a NSW Maritime accredited Recognised Training Provider (RTP). The compulsory practical boating experience can also be undertaken with an RTP, or you can choose the logbook option. On successful completion of the course, which includes the test, you are issued with a Certificate of Completion. A list of accredited RTPs is available on [www.maritime.nsw.gov.au](http://www.maritime.nsw.gov.au).
2. Successful completion of one of the following Yachting Australia (YA) courses; National Powerboat Training Scheme, National Yacht Cruising Scheme, National Motor Cruising Scheme. YA courses are recognised as satisfying the full requirements, including the practical component, for the issue of a General Licence.

### Other marine based training programs

The following organisations and associations can direct you to skill development courses in recreational boating or marine rescue. For details see the NSW Maritime website [www.maritime.nsw.gov.au/boatingsafety.html](http://www.maritime.nsw.gov.au/boatingsafety.html) or visit the following websites:

**Yachting Australia**  
[www.yachting.org.au](http://www.yachting.org.au)

**Royal Volunteer Coastal Patrol**  
[www.coastalpatrol.asn.au](http://www.coastalpatrol.asn.au)

**Australian Volunteer Coast Guard**  
[www.coastguard.com.au](http://www.coastguard.com.au) Volunteer Rescue Associations  
[www.rescue.org.au](http://www.rescue.org.au)

## BIA NSW Marine Card OH&S general induction program

The Occupational Health & Safety Act 2000 requires people at work on commercial premises have a basic awareness of OH&S. This applies to workshops, marinas, slipways, boatyards, retail outlets, and anyone who is technically at work when they are on the premises i.e. staff or contractors.

This induction program will introduce the basic requirements

and responsibilities in relation to occupational health and safety, and environment. Participants who successfully complete the four hour program receive a Marine Card as proof of completion, which is valid for five years.

When and where the courses are held can be found by visiting [www.bia.org.au](http://www.bia.org.au)



## Ongoing professional development



There are many opportunities for boating industry professionals to develop the skills and knowledge required in a rapidly changing and technologically advanced work environment. The BIA and its affiliate organisations provide a comprehensive range of professional development programs designed to keep members and their employees informed about legislative changes, better business practices and career advancement opportunities as and when they become available. Here are a few of the programs highly recommended by the BIA for professional practitioners looking to enhance their career prospects or grow their business prosperity.

### **MARINE HOST; CUSTOMER SERVICE (MH)**

Presented by the Marina Industries Association of Australia  
[www.marinas.net.au](http://www.marinas.net.au)

This course is designed to give marina employees at any level an understanding of the importance of good customer skills, and how good customer service practices will reflect on the performance of the marina.

### **MARINAS 101 (101)**

Presented by the Marina Industries Association of Australia  
[www.marinas.net.au](http://www.marinas.net.au)

An Introduction to Marina Management is designed to provide a broad overview of the day to day operations of marina management, giving an understanding of the various tasks and challenges that could be encountered, and developing the thinking processes to efficiently deal with them.

### **STRADDLE CARRIER OPERATIONS AND MAINTENANCE (SCOM)**

Presented by the Marina Industries Association of Australia  
[www.marinas.net.au](http://www.marinas.net.au)

This course is designed for those currently employed in a boatyard, or with the potential for such a role, and who wish to advance their knowledge and skills in the operation and maintenance of straddle carriers.

### **INTERMEDIATE MARINA MANAGEMENT (IMM)**

Presented by the Marina Industries Association of Australia in partnership with the International Marina Institute  
[www.marinas.net.au](http://www.marinas.net.au)

This course caters for participants with at least one full year of experience working as a marina manager or in a marina leadership position. It introduces participants to marina operations, legislative requirements, policies and procedures and offers access to experienced marina management professionals who share their expert thinking about business issues and challenges.

### **MARINE WORKSHOP AND SERVICE MANAGERS PROGRAM (MWSM)**

Presented by the Marina Industries Association of Australia  
[www.marinas.net.au](http://www.marinas.net.au)

The most important benefit from attending this course is the exposure to new ways of dealing with the issues and challenges

which are common throughout the marine service industry. You will learn about policies and practices that have been successful in other leading facilities and which lead to new solutions of management problems. Above all, the intensive and participatory nature of this residential course will establish a long lasting network of contacts in the industry; a major benefit for years to come.

Graduates of this course will return to their facilities with a fresh approach to management,

The course aligns with course objectives offered by the International Marina Institute and American Boat Builders & Repairers Association.

### **MARINA OPERATOR'S SCHOOL (IMM2)**

This program has been designed specifically for those who manage the daily operations of the marina including marina operators and harbour masters. It introduces attendees to the day to day technical and operational requirements involved with marina activities. Topics include managing teams, fuelling and fuelling systems, electrical systems, risk management and customer service.

### **ADVANCED MARINA MANAGEMENT (AMM)**

Presented by the Marina Industries Association of Australia in partnership with the International Marina Institute  
[www.marinas.net.au](http://www.marinas.net.au)

This intensive residential course explores the international best practice in relation to marina operations. The participatory nature of this assists participants in establishing a long lasting network of contacts in the industry. Graduates of these courses return to their ports and marinas with a fresh approach to management and an internationally recognised credential.

### **CERTIFIED MARINA MANAGER (CMM)**

Presented by the Marina Industries Association of Australia in partnership with the International Marina Institute  
[www.marinas.net.au](http://www.marinas.net.au)

This is an internationally acclaimed program which introduces professional best practice management and quality service principles. HR matters, sales and marketing, risks and liabilities, fire and emergency response, health and safety compliance, and customer services are all part of being a marina manager. This course helps marina managers keep abreast of industry changes and gain access to information about best practice initiatives both locally and internationally.

### **CERTIFIED MARINA SERVICE MANAGER (CMSM)**

Presented by the Marina Industries Association of Australia in partnership with the International Marina Institute [www.marinas.net.au](http://www.marinas.net.au)

This program provides international certification for experienced marina service managers. To be eligible applicants must have completed the MWSM and have a minimum of five years accumulated marine service industry experience.

## Short courses from TAFE NSW

TAFE offers a range of programs for people who want to gain skills in construction procedures, carpentry and glass reinforced plastics.

All courses are run subject to demand.

For more details of these and other TAFE courses in recreational boating contact:

TAFE NSW – Northern Sydney Institute of TAFE  
Meadowbank College, See Street, Meadowbank NSW 2114  
Telephone: 9942 3695  
[www.tafeplus.com.au](http://www.tafeplus.com.au)

### 24904 Introduction to recreational boat building

This program has been designed to give participants a basic understanding of the materials, skills and construction procedures required for building small boats.

**Delivery arrangements: 4 hours per week for 8 weeks**

### 24903 Basic fit-out and repairs

This is a "hands-on" course designed to teach participants about the carpentry skills for fitting out and repairing your own boat.

**Delivery arrangements: 4 hours per week for 8 weeks**

### 24901 Basic marine composites (reinforced plastics – fibreglass)

This course has been designed to give participants the skills and knowledge to use and apply glass-reinforced plastics (fibreglass) in boatbuilding and other applications.

**Delivery arrangements: 4 hours per week for 8 weeks**

### 24906 Advanced marine composites

This course has been designed to help participants apply high level composite skills to the production and repair of marine craft and other applications that require a high level of finish.

**Delivery arrangements: 4 hours per week for 8 weeks**

### 24900 Basic marine painting

This course will teach you about how to prepare damaged surfaces, masking techniques, the application of a variety of primers and undercoats, the hand application of top coats and other marine painting techniques.

**Delivery arrangements: 4 hours per week for 8 weeks**

### 24905 Advanced marine painting

This program covers the advanced application of primers and undercoats using spray equipment and the spray application of single and 2 pack top coats

**Delivery arrangements: 4 hours per week for 8 weeks.**

(Entry requirements: Basic Marine Painting)

click for a career in  
the marine industry



[www.bia.org.au](http://www.bia.org.au)

## CERTIFIED MARINA SERVICE MANAGER (CMSM)

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This program provides international certification for experienced marina service managers. To be eligible applicants

must have completed the MWSM and have a minimum of five years accumulated marine service industry experience.

## Marine Sales Professional Development Course and Seminar

Presented by the Boating Industry Association of NSW.

This combined course and seminar has been designed specifically for Marine Brokers and Retailers who do business in the sale of boats and other high-value products, and focuses on:

- Building strong business plans and business operating structures
- Implementing sound business management and growth strategies
- Understanding and complying with relevant legislation
- Executing well-planned marketing programs
- Establishing a professional network of business people who share common professional and ethical standards
- Inspiring continuous business improvement
- Discussing best practice

### TOPICS INCLUDE

- Managing and Marine Sales and Brokerage business
- Marketing your business
- Managing a sales process
- Environmental Health & Safety – policy and procedure
- Legislation applying to sales and brokerage

### WHO SHOULD ATTEND

Business owners of marine brokerages and retailers, and their staff. All participants are awarded a statement of participation on completion of the full course.

Contact: Boating Industry Association of NSW Ltd

53 Hume Street, Crows Nest NSW 2065

PO Box 1204 Crows Nest NSW 1585

Telephone: (02) 9438 2077

Fax: (02) 9439 3983

Email: [info@bia.org.au](mailto:info@bia.org.au)

Website: [www.bia.org.au](http://www.bia.org.au)

### OTHER TRAINING OFFERED BY BIA of NSW

The BIA of NSW offer a variety of training courses to build your professional knowledge and skills. More information of each course, date and venue can be found at [www.bia.org.au](http://www.bia.org.au)

- Apply First Aid & First Aid Refresher
- Managing Environment, Health & Safety
- Electrical Test & Tag
- Sales Fundamentals







## **Boating Industry Association**

Boating Industry Association of NSW  
Postal: PO Box 1204 Crows Nest NSW 1585  
Street: 53 Hume Street Crows Nest NSW 2065  
Telephone: (02) 9438 2077 | Fax: (02) 9439 3983  
Email: [info@bia.org.au](mailto:info@bia.org.au) | [www.bia.org.au](http://www.bia.org.au)