



**WARSASH
MARITIME ACADEMY**

**JOINING INSTRUCTIONS FOR
DECK OFFICER CADETS
PHASE 5 (HND ROUTE)**

START DATE: Monday 10 May 2010



JOINING INSTRUCTIONS

DECK OFFICER CADETS - PHASE 5 (HND ROUTE)

COURSE START DATE - Monday 10 May 2010

1. INTRODUCTION

We are pleased that you will be returning to Warsash Maritime Academy to continue your Officer Cadet training. Please read these joining instructions carefully and, if you still have any questions or concerns after doing so, contact the accommodation team on 01489 556210 for accommodation issues, or Mrs Sandra Petcher (Cadet Administrator) on 01489 556286 for course related issues.

2. COURSE COMMENCEMENT (Monday 10 May 2010)

Your course will commence at 09.00 on Monday 10 May 2010. If you are unable to arrive on that date, please contact Mrs Sandra Petcher (Cadet Administrator) on 01489 556286 during office hours to advise the actual date and time of your arrival.

3. TRAVEL DIRECTIONS TO WMA

Please refer to the Student Information Guide for travel directions. Alternatively, travel maps can be printed from our website (www.warsashacademy.co.uk).

4. ACCOMMODATION ON UNIVERSITY CAMPUSES OR IN LOCAL AREA

Officer Cadets wishing to enquire about availability in either the WMA residences (Blyth and Shackleton) or the SSU residence (Emily Davies) should in the first instance contact the WMA accommodation team for ease of coordination. The accommodation team can also advise you on current prices, terms and conditions for the residence concerned.

Contact details for the WMA accommodation team are as follows:

E-mail: wma.accommodation@solent.ac.uk

Tel: +44 (0)1489 556210

Fax: +44 (0)1489 573988

Requests received from Officer Cadet groups allocated to the Emily Davies residence in our accommodation plan for 2009/2010, or from other individuals seeking University accommodation once WMA accommodation is full, will then be referred on by WMA staff to the appropriate member of the SSU accommodation team. Bus transportation will be provided to and from WMA each day for Emily Davies residents, the cost of which is included in accommodation fees.

Further information on accommodation options is available from the WMA weblink at <http://portal-live.solent.ac.uk/wma/facilities/accommodation.aspx>. Those cadets seeking off site accommodation in the local area should refer to the WMA accredited private accommodation list at <http://www.warsashhousing.co.uk/>.

There may also be opportunities to source alternative accredited accommodation in the wider Southampton area through the University's weblink at <http://www.sassh.co.uk/>. *However, please note that students will be responsible for their own transport arrangements if they choose this option over WMA/SSU residential options or local private provision.*

5. FINANCES

You should make certain that you have adequate financial resources to cover tuition fees, registration and examination fees, any short courses required, accommodation, food and general living expenses for the whole of the period you will be spending at WMA.

Please note that tuition fees are payable on enrolment, and room rent is payable in advance before the issue of a room key.

If your fees and/or rent are to be charged to your company (or any other body), you must bring with you a written statement from them detailing those charges they will accept, otherwise you will be billed for the full amount.

Rooms are rented by the term, or phase, and payment may be made in one of three ways:

1. Cash, cheque or credit card for the whole amount.
2. Cash, cheque or credit card for the first month, plus one or two post dated credit card payments for the balance, depending on the length of your stay. The University will retain your card number on a secure computer record in order to take the post-dated payments when due.
3. Bank Transfer, made payable to the following account:

Bank Name: Barclays Bank PLC
Bank Address: Apex Plaza, Forbury Road, Reading, Berkshire RG1 1AX
Account Name: Southampton Solent University Income Account
Account Number: 50795429
Sort Code: 20-79-25
Swift Code: BARCGB22
IBAN: GB58BARC20792550795429

The student's name and course must be stated on the bank transfer and a copy faxed when the transfer is completed to +44 (0) 1489 573988.

Please ensure that you have sufficient funds on arrival at the Academy to cover your likely expenditure, including room rental, lunches and weekend meals, and personal expenditure.

6. GENERAL STUDY EQUIPMENT

Please note that you should bring the following general study equipment with you to WMA:

- a) Non-programmable Scientific Calculator
- b) All necessary stationery items (e.g. pens, pencils, paper, files etc.)

7. NVQ PORTFOLIO

Please ensure that your NVQ Portfolio is as complete and up to date as possible, and that you have it with you at the start of the course. Please also ensure you have all supporting evidence for the portfolio with you too.

8. COURSE ENROLMENT

On Monday 10 May 2010, you will be formally enrolled on your course. To facilitate this process, please bring the information and documentation detailed below to the scheduled enrolment session:

- a) The full name and address of the company paying your fees, plus the contact person in that company

- b) Your medical card, any international certification of vaccination and ENG 1 Medical Certificate if held.
- c) Your National Insurance Number (this should be allocated by your local Employment Office before coming to WMA).
- d) Birth Certificate, Passport and Seaman's Discharge book.
- e) Students with learning difficulties must bring along a photocopy of their educational psychologist report and any other supporting documentation specific to dyslexia or dyspraxia from their previous school or college.

9. CODE OF CONDUCT FOR OFFICER CADETS

You should already be in possession of a copy of the Code of Conduct for Officer Cadets and should ensure that you are familiar with its provisions. If you have not been issued with one, or have lost it, a copy can be obtained from the Student Support Office.

10. STUDENT INFORMATION GUIDE

You should already be in possession of a copy of the Student Information Guide. If you have not been issued with one, or have lost it, a copy can be obtained via the Student Support Office.

11. TERM DATES

Phase 5 Monday 10 May 2010 to Friday 30 July 2010

 Wednesday 1 September 2010 to Friday 26 November 2010