



**WARSASH
MARITIME ACADEMY**

JOINING INSTRUCTIONS FOR ENGINEER/ETO OFFICER CADETS

PHASE 5 (HND ROUTE)

START DATE: Wednesday 4 January 2012



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COURSE START DATE - Wednesday 4 January 2012

1. INTRODUCTION

We are pleased that you will be returning to Warsash Maritime Academy (WMA) to continue your Officer Cadet training. Please read these joining instructions carefully and, if you still have any queries 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 (Wednesday 4 January 2012)

Your course will commence at 09.00 on Wednesday 4 January 2012. 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. CAR PARKING ON WMA CAMPUS

There are a limited number of car parking spaces on WMA campus. Therefore, allocation of spaces is first prioritised for a proportion of those students who reside on WMA campus (on a first come, first served basis) and the remaining spaces are then made available to non-resident students who have registered their car registration details at the Reception office.

However, once all of the campus parking spaces have been filled each day, non-resident students will have to park off campus while being considerate of our neighbours and aware of any local parking restrictions. Please note that traffic management systems have recently been introduced in Newtown Road and adjacent streets so you may have to park some distance from WMA.

To help ease parking congestion, a weekday bus service to WMA is provided for students who are housed in our Emily Davies residence in Southampton, which also has its own parking area.

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 contact the WMA accommodation team. Current prices, terms and conditions for the residencies, and further accommodation information is detailed at www.warsashacademy.co.uk/facilities/accommodation/accommodation.aspx .

Contact details for the WMA accommodation team are as follows:

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

Tel: +44 (0)1489 556210/556161

Fax: +44 (0)1489 573988

If you have been allocated Emily Davies Residency, bus transportation will be provided to and from WMA Monday to Friday (for Emily Davies residents only), the cost of which is included in accommodation fees.

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.sash.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.

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. WORK BASED LEARNING PORTFOLIO / MNTB TRAINING RECORD BOOK

Please ensure you have your Work Based Learning portfolio of evidence with you at the start of the course.

Please also ensure that your MNTB Training Record Book is as complete and up to date as possible, and that you have it with you ready for inspection by your Training Manager.

8. COURSE ENROLMENT

You will be formally enrolled on the first day of 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 / STUDENT INFORMATION GUIDE

You should already possess these documents but spare copies can be obtained from the Student Support Office if necessary.

10. TERM DATES

Phase 5 Wednesday 4 January 2012 to Friday 30 March 2012

Monday 16 April 2012 to Friday 7 September 2012 *

* Course end date is subject to satisfactory completion of academic studies, MNTB Training Record Book, MCA Oral examination and any additional short courses you have been booked upon by your company (e.g. Gas/Oil Tanker Safety).

Notes: ETO cadets will also complete an additional academic module, plus ETO short courses, from Monday 10 September 2012 to Friday 16 November 2012.