

Thank you for your interest in our Senior Marine Engineering Prep courses. In order to ensure a smooth booking process please follow all instructions provided in this form and in any other correspondence that we may have with you during the course of booking.

Please note that a place on the course of your choice is deemed booked only when we have issued the **Course Acceptance Letter**.

### Application Process

#### Step 1

Send a fully completed Course Application Form to [marine@cityofglasgowcollege.ac.uk](mailto:marine@cityofglasgowcollege.ac.uk), including following supporting documents:

- a. Copy of Passport (photo and address page)
- b. Copy of current CoC (photo and restriction pages)

#### Step 2

Once your eligibility is confirmed, you will be invited to pay the full course fee of **£1400** plus any courier charges (if applicable) by the set application deadline. Please note that the College cannot issue visa support letters until the full course fee is paid.

#### Step 3

The college will acknowledge receipt of payment and issue a Course Acceptance Letter and Visa Support Letter (where applicable).

#### Step 4

The college will issue joining instructions approximately 2 weeks prior to course start date.

**Places are allocated on a first come, first served basis. You are advised to make your application as far in advance as is practical.**

### Human Element & Leadership Management (HELM)

The college offers HELM dates to fit around your EK course which will allow you to focus on the course and achieve the required level of course attendance. Dates are provided under Course Choices below.

**Please note:** if the College is supporting your visa application you are required to complete the HELM (M) course at the City of Glasgow College.

### High Voltage Management Training

The 2010 Manila amendments to the STCW Code bring in the requirement for engineers to undergo education and training in high voltage systems, at both the operational (III/1) and management (III/2 and III/3) levels.

### Discount Bundles

Discounts are offered for short courses when combined with the EK Course. Discounts:

- (1) EK+HV: £100 discount on HV
- (2) EK+HV+HELM: £100 on HV and £50 on HELM
- (3) EK+HELM: £50 on HELM.

### Notice of Eligibility

Candidates must obtain an appropriate level of NOE issued by the MCA UK prior to booking the Oral examination. Please refer to [MIN 620](#) for an update on online oral exams and future issue of Notice of Eligibilities during the COVID-19 lockdown period. Further details on the requirements can be found in [MSF 4275](#) and [MSN 1857 \(M+F\)](#)

You can also contact the MCA directly by emailing them: [engineering@mca.gov.uk](mailto:engineering@mca.gov.uk)

### International Students - Visa Requirements

For International applicants who meet the course and college entry requirements, the college will issue a Short Term Study Visa Support Document which should be used to apply for a Student Visitor Visa. Students should note that they **must have a valid passport for the duration of stay** and that Visa Support Documents will only be issued within 3 months of the course start date.

### Contact

For further information please contact:

City Enterprises (Marine)

Tel: 0141 375 5572

Email: [marine@cityofglasgowcollege.ac.uk](mailto:marine@cityofglasgowcollege.ac.uk)

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**Personal Details**

Title (Mr/Mrs/Miss etc)

Forename (as per passport)

Surname (as per passport)

Date of Birth (as per passport)

Nationality

Passport Number

Would you require a Visa Support Letter from the College? Yes No

Permanent Address (as per passport)

Address for Correspondence (if different from above)

Home Tel.

Mobile

E-mail

Previous Educational Qualification(s) (HNC, HND, etc.)

Level of Current CoC (EOOW, Second Engineer (III/2) etc.)

Current CoC issued by (MCA UK etc.)

CoC Number

Year CoC Issued On

CoC restriction (Motor Ships Only, Steam Ships Only, etc.)

Have you obtained appropriate NOE from MCA for the course of your choice? Yes No

If you have answered **No** to the question above, have you applied for an appropriate NOE? Yes No

## Course Choice(s)

### Engineering Knowledge (Motor) Management Level (III/2, Unlimited) Prep Course

To complete this course, candidates have a choice of 3 possible options as detailed below.

#### OPTION 1 – Blended Learning. This is a combination of Online Learning and Classroom

For this **8 week** hybrid course students will attend face to face classes Monday – Wednesday 0900-1615 hours with an online class delivered via Zoom on the Thursday from 0900-1515 hours.

This course is most suitable for those able to commute to Glasgow or those participants who like to have time to digest the materials.

#### OPTION 2 – Online Learning

This **6 week** course will be delivered solely online via zoom Monday – Thursday 0800-1600 GMT, Friday 0800-1300 GMT.

This course is most suitable for International Students or those who enjoy a faster paced condensed learning experience.

For both courses we recommend that the students have a suitable device to read notes from such as: Kindle/ iPad/tablet and it is essential that for the online days students have a device with web cam and a reliable internet connection.

#### OPTION 3 – Classroom Learning

The full course will be delivered in the classroom. Please note this is not currently available for courses commencing in 2020.

Delivery Method	Course Starts	Course Ends	Application Deadline	
			International Applications	UK/EEC Applications
Option 1 – Blended Learning	28.09.20	27.11.20	08.08.20	04.09.20
Option 2 – Online Learning	26.10.20	04.12.20	09.10.20	09.10.20
Option 3 – Classroom Learning	11.01.21	19.03.21	20.11.20	11.12.20
Option 3 – Classroom Learning	19.04.21	25.06.21	05.03.21	26.03.21

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Please select an option -

- Option 1 – Blended Learning
  - Option 2 – Online Learning
  - Option 3 – Classroom Learning
  - Option 3 – Classroom Learning
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## DISTANCE LEARNING - Management Level (III/2) Academic Subjects

£500.00 per subject. Courses available throughout the year.

### Management Level

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Applied Heat  
Applied Mechanics  
Mathematics  
Naval Architecture  
Electrotechnology  
Engineering, Systems & Ship's Drawings

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### Second Engineering (Limited) Level

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General Engineering Science I  
General Engineering Science II  
Engineering Knowledge I  
Engineering Knowledge II

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Discount bundles are offered for HELM Management & High Voltage Management when combined with the EK Course - *please see page 1 for details.*

## HELM (Management):

5 day course, £600.00 per person

### Start Date

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14.09.20	07.12.20	04.01.21
29.03.21	19.07.21	

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## High Voltage (Management):

5 day course, £1100.00 per person\*

### Start Date

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21.09.20	14.12.20	28.06.21
04.01.21	29.03.21	

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\* Please note that you can only undertake the High Voltage Course on week commencing 14/12/20 if you are not attending exams this week. Attendance must be 100% for HV Management.