



## Liverpool John Moores University

# UKHMA HARBOUR MASTER CERTIFICATE BOOKING FORM

### Candidate Details

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Invoice Instructions

The cost of the HM Certificate should be invoiced to:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Purchase Order No: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Tel: \_\_\_\_\_

Contact Email: \_\_\_\_\_

### UKHMA Category

*(Please tick/cross the appropriate box)*

- 1 I wish to apply for the Harbour Master Certificate programme and confirm that I am :
- A Full Member of UKHMA
  - An appointed (in-post) Harbour Master – not a UKHMA Member
  - An Associate Member of UKHMA who has been nominated by a serving Harbour Master
  - Other, nominated by a serving Harbour Master (please specify):

### HM Certificate Intake

*(Please tick/cross the appropriate box)*

- 2 My preferred start date is:
- (Note: over subscribed applicants from earlier start dates will be given preference on the waiting list)
- |   |   |
|---|---|
| <input type="checkbox"/> January 2020   | <input type="checkbox"/> January 2021   |
| <input type="checkbox"/> March 2020     | <input type="checkbox"/> March 2021     |
| <input type="checkbox"/> September 2020 | <input type="checkbox"/> September 2021 |

### HM Certificate Terms and Conditions

Please complete all questions below by placing a tick/cross in the appropriate box:-

- 3 I have read, understood and accepted the current Rules and Procedures?  
 Yes  
 No (your application cannot proceed until you accept the Rules and Procedures)
- 4 I am aware that the HM Certificate process can be time consuming and must be completed within a 15 month period?  
 Yes  
 No (you may only proceed with the application if you are fully aware of the commitment required)
- 5 I am aware that the assessment process is NOT a simple tick box exercise but a full and robust examination of your knowledge, understanding and practical skill as gauged against the National Occupational Standards for Harbour Masters 2012?  
 Yes  
 No (you may only proceed with the application when you acknowledge the standards against which you will be assessed)
- 6 I confirm that I intend to settle the Harbour Master certificate programme fees prior to commencing the assessment by:  
 Cheque  Bank transfer  
 Corporate Purchase Order / Invoice  
 Credit card (click link to process payment) <http://buyonline.ljmu.ac.uk/browse/product.asp?compid=1&odid=1&catid=1147>  
 Other (please specify)

Fees from 2020 are:-

UKHMA Member or Associate Member	£3,000.00
Not a UKHMA Member	£3,250.00

The fees are non-refundable and non-transferable for whatever reason

- 7 Please let us know the name and email address of your Sponsor / Employer who we can send Candidate Quarterly Progress Reviews to regarding your progress on the programme

Name of Sponsor/Employer: .....

Email Address: .....

- 8 Please tell us if you have a disability or a condition which requires additional support. This will not disadvantage your application, but will allow us to discuss your needs with you in advance, so that appropriate arrangements can be made for you.

.....  
.....

I confirm that all the above details are correct and that I accept the current Rules and Procedures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed application forms should be emailed to [CertificateAdmin@ljmu.ac.uk](mailto:CertificateAdmin@ljmu.ac.uk) . An acknowledgement will be sent on acceptance of your application confirming the next available intake.