

## Maritime Studies

### **MARITIME HUMAN RESOURCE MANAGEMENT**

#### **AIM**

This course is intended to provide the underpinning knowledge to assist personal and professional development towards becoming an informed professional agent for the recruitment and on-going management of sea going staff..

#### **OBJECTIVE OF COURSE**

On successful completion, the participants shall be able to:

- Conduct an Effective Interview
- Have an Overview of the Flag State and STCW Requirements
- Know the Verification Process of Seafarer Documents and Certificates
- Have an Understanding of the Immigration Requirements
- Know the Guidelines for Employment Agreement, Welfare and Wages
- Understand the need for Cultural Awareness

#### **COVERAGE OF COURSE**

The Maritime Human Resource Management Course covers the following topics:

- Conducting an Effective Interview
- Overview of Flag State and STCW Requirements
- Verification Process of Seafarer Documents and Certificates
- Immigration Requirements
- Employment Agreement, Welfare and Wages
- Cultural Awareness

**CERTIFICATION:** Certificate of Completion will be issued to participants who have successfully completed the course.

**DURATION:** 2 Days

**COURSE FEE:** S\$600.00 (subjected to prevailing GST)

**CONTACT US:** Please contact Ms Lee Pei Leng for enquiries and quotation on the Course.  
Email: [lee.peileng@stengg.com](mailto:lee.peileng@stengg.com); DID: +(65) 6914 6161.

**ST ENGINEERING TRAINING &  
SIMULATION SYSTEMS PTE. LTD.**
**REGISTRATION**

Attention: Training Support Executive

Email: [tss\\_stet\\_tse@stengg.com](mailto:tss_stet_tse@stengg.com) or Fax: (65) 6914 6132

Please register me for

Date of Registration:

Course Title:

Course Date:

Course Fee:

Name of Participants	NRIC/Passport No*	Designation	Nationality & Date of Birth

Name of Company:

Company Address:

Country :  
Telephone No. :  
Fax No. :  
Email :

Name of Person in Charge:

\_\_\_\_\_  
Applicant's signature  
and official Company Stamp

\* Partial NRIC/Passport No. to be provided (Last 3 digits + last alphabet).

\* Full NRIC is only applicable for courses specified in Appendix A.

- Please be informed that personal data of course participants is collected for:
  - Security clearance / entry access into ST Engineering Group' premises
  - The purposes that are ancillary to the conduct of MPA Mandatory and other training courses e.g. submission for Government-sponsored claims and verification of course certificates
- Please be assured that the information will be collected, used, disclosed and processed by us in accordance with our Personal Data Policy, which is available at <http://www.stengg.com/en/personal-data-policy>. Please refer to our Personal Data Policy for more information.

**Terms and Conditions**

- All prices are inclusive of 7% GST.
- Cheque crossed "A/c Payee Only" and made payable to "ST Engineering Training & Simulation Systems Pte. Ltd." or wire transfer to: Bank Name: Citibank, N.A., Bank A/C No.: SGD : 0-813411-008, Bank Swift Code: CITISGSG
- Course fee must be paid prior to the commencement of the course.
- An admin fee of S\$250 will be imposed for any cancellation less than 7 days before the commencement of the course.
- In event of "No-Show", "ST Engineering Training & Simulation Systems Pte. Ltd. reserves the right to charge the full course fee.
- ST Engineering Training & Simulation Systems Pte. Ltd. reserves the right to appoint trainers at their discretion, postpone or cancel the course without liability.

Appendix A

Full NRIC is required to be furnished for the following courses:

1. Port Limit Steersman Course
2. Port Limit Helmsman Course
3. Port Limit Engine Driver (3rd Class) Course
4. Port Limit Engine Driver (2nd Class) Course