Distance Learning Courses



A Division of Cambridge Academy of Transport





"I extend my appreciation to all efforts you have made to read all my papers and furnish me with valuable comments and advice during the course"

Capt F Shafiei Karaji

Deputy General Manager, Legal & Insurance Department, Islamic Rep. of Iran Shipping Lines



Distance Learning

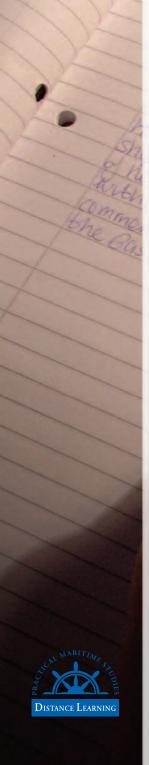
Distance Learning means flexible learning. It is one of many ways you can advance your career opportunities, but it has a number of advantages over other methods.

You can study at a pace which suits you, whether at home, at work or on a business trip. If you have a busy work routine, you do not need to attend campus-based courses to achieve much of the same benefits. You work to your own timetable, not one set by a lecturer or educational institution.

With the aid of your Tutor, this learning method is designed with your needs in mind. If you wish to study for outside examinations, what better way could there be than to do this through courses which also ensure that your carefully acquired knowledge can be put to practical use in your daily work. This is the strength of Practical Maritime Studies Distance Learning.







Practical Maritime Studies Courses



Practical Maritime Studies correspondence courses have been the choice of many shipping personnel during the past 20 years. Individuals are especially attracted by their inherent flexibility and the ability to fit their commitment to study around a busy work routine. More than that, they help you gain self-confidence while enhancing career prospects.

Two characteristics in particular make our courses an ideal means of advancing your knowledge of the shipping business: the practical approach and regular updating to keep the material in line with industry developments. A great deal of useful information is contained in each course, much of which would take years to acquire through personal experience.

On enrolment, you are assigned a Tutor who monitors your progress through the lessons that make up the course. A number of study questions are found at the end of each lesson for which you submit answers to your Tutor for assessment and

constructive comment. Your Tutor provides guidance and support when you need it drawing upon personal experience of the international shipping business. Communication can be by post, fax or, more commonly, email. Upon completion of the course, a Certificate of Achievement is awarded indicating the level of understanding that you have attained.



All this without having to board an aircraft, train or ferry. Practical Maritime Studies courses are a reassuringly uncomplicated way to advance your career prospects by allowing you to continue earning while concentrating your energies on learning.

LAW SOCIETY

The Law Society has approved Practical Maritime Studies for participation in their scheme of compulsory Continuing Professional Development (CPD) for their members. Details of the hours awarded can be obtained from the Cambridge Academy of Transport office. As an indication, however, a typical course would result in 36 Hour Credits over a three year period. For further information on the CPD Scheme, contact the Law Society on 0870 606 2500 and ask for "Information Services".

Introduction to Shipping

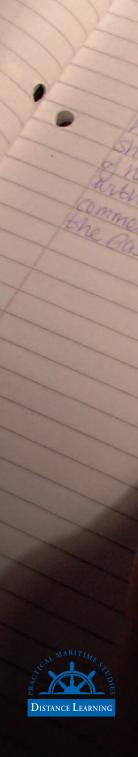
In this general course, various aspects of shipping are brought together enabling new entrants to the profession to gain a good basic training before specialising in any one area. In addition, the course is suitable for trainees in other industries associated with shipping because it provides a good all-round view of the shipping industry.

COURSE CONTENT (12 Lessons)

- 1-2 Economics of Sea Transport Principles of transport economics as applied to shipping – Market forces – Trade balances – International organisations – Statutory regulations and government legislation – Liner conferences – Balance of Payments – Shipping companies – Ship registration and manning – Cargo traders – Chartering markets – Basic accounting – Definitions.
- 3-4 Maritime Geography World climates Climatic phenomena Coastlines and ports Canals and inland waterways Liner and tramp trades Commodities.
- 5-7 Shipbroking Practice Ship types (dry cargo, tankers and specialist vessels) Registration and classification Shipping documentation Port agency Shipping revenues and expenses Laytime and post-fixture work.
- 8 Marine Insurance Fundamental principles of Hull and Cargo insurance The Insurance market Policies Institute Cargo Clauses Institute Time Clauses (Hull) Recent developments General Average.
- 9-12 Maritime Law Principles of English Law Law of Contract Tort Liens General Average Arbitration Passengers Role of the ship's master Charter parties and their clauses Contracts of affreightment Bills of Lading Seaworthiness.







Shipping Economics & Operations

This course covers the complexities of owning, managing, timechartering and operating ships. Even if you never need to run your own vessels, it pays to understand the many problems that confront the Shipowner and Ship Manager operating in today's increasingly complex environment.

COURSE CONTENT (20 Lessons)

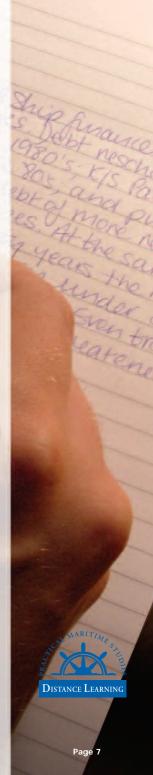
- 1 Ship Management Shipowners Ship managers Time charterers The need for independent ship management Organisational structure of a shipping enterprise.
- 2 The Management Contract Agreement between shipowner and manager Analysis of "Shipman" contract.
- 3-4 The Ship Common types of dry cargo vessels and tankers, their construction and equipment Suiting the ship to the trade Specialised versus general purpose ships.
- Finance and Computers Sources and types of ship finance Assets Mortgages Depreciation Computers in shipping.
- 6 Sale and Purchase Market procedures and negotiations Closing Delivery Documentation.
- 7 Ship Registration Flag choice Flags of Convenience Registered tonnage Loadlines Legislation Principal shipping organisations.
- Manning Master and crew On board tasks Log books Crew agreements
 Stowaways Tax and insurance.
- 9 Chartering A typical chartering department Working the market Employment choices – Voyage versus time chartering.
- 10-11 Voyage Estimating Methods (manual v computer) Time charter equivalent Stowage factor Shex v Shinc Variances and sensitivity Despatch and demurrage Practical examples.
- **12-13** Operations The operations department Cargo claims Before, during and after the voyage Problems with documents Voyage orders.
- 14 Vessel Performance Analysis Weather routing Bunkering Time charterer instructions.
- **15-16** Laytime Types of laytime Arrived ship Notice of Readiness Laytime exceptions Demurrage and despatch Practical timesheet examples (dry cargo and tankers).
- **17-18** Insurance and Law Hull insurance P&I Collision Personal injury Cargo damage Strikes War risks General Average Arbitration.
- 19 Pollution & Salvage Liabilities and limitations International legislation Contingency plans Salvage conventions Lloyd's Open Form.
- **20** Technical Surveys Drydocking certificates Maintenance.

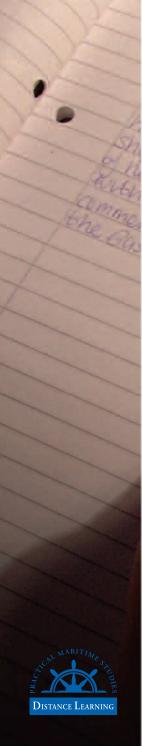
Ship Management & Logistics

Maritime transport is driving change and facilitating trade expansion. It is also the essential ingredient in the fast expanding logistics arena. Increased trade brings wealth, creates employment, brings cultures together, raises living standards and aids political stability and understanding. In the light of the foregoing, one cannot stress too strongly the need to have an effective ship management and logistics focus.

COURSE CONTENT (15 Lessons)

- **1-2** Introduction Structure of the shipping environment today Fundamentals of ship management Forming an effective management policy Impact of E-commerce Diversity of ship types and fleet profile.
- 3 Maritime Marketing How to develop the service Effective marketing and sales Fleet operation and management.
- 4 Operational Aspects Ship Manning Operating schedules maximising ship utilisation Responsibilities of seagoing staff Bills of Lading and Letters of Indemnity Sample voyage orders.
- 5 Marketing Aspects Consumer driven demand Marketing analysis Freight rates and revenue generation Promotion of shipping services Service development Product life-cycles Types of shipping containers.
- 6 Technical Aspects Driving forces behind technological developments Newbuilding versus second-hand purchase – Survey programmes – Shipyard selection criteria – Ship registration – Dual registration.
- 7-8 Financial Aspects Voyage cost analysis Typical cost structure for a number of ship types Ship investment criteria Financing vessel acquisition Budgetary control Charter party revenue generation Financial considerations of new versus second-hand tonnage Sale & Purchase.
- 9 International Agencies Characteristics of an international agency Bimco IMO – Uncitral – Unctad – IACS – WTO – Leading exporters and importers of World Trade.
- 10-11 Shipboard Management Impact of the ISM Code Safety Management Certificates (SMC) – Document of Compliance – ISMA and the Certificate of Compliance – Salient aspects of STCW Convention – Third party ship management – Outsourcing drivers – Shore organisation.
- 12 Operational Planning Mergers, acquisitions and operating alliances Planning objectives Problems of trade imbalances
- Overview of Logistics Responsibilities of the logistics operator Multi-modal challenges and opportunities Consolidation.
- 14-15 Supply Chain Management (SCM)— The value chain Gaining competitive advantage The supplier pyramid SCM measurements Freight forwarding logistics Tracking of consignments IT systems for multi-modal freight management Warehouse management Globalisation of trade and E-commerce.





Liner Shipping & Container Operations

In a little under 50 years, container shipping developed from nothing into one of the three most important sectors of shipping along with tanker and dry-bulk. Always a capital intensive industry, container shipping also boasts revenues which are about four times that of the bulk sector. Combined with a large workforce ashore, it is no wonder that container transportation requires a course of its own.

COURSE CONTENT (14 Lessons)

- Introduction to Liner Shipping and Container Operations -Liner Shipping Structure - Economics of Sea Transport - First Container Revolution - Through Transport Concepts - Conferences and Consortia - Second Container Revolution - Practitioners in the Shipping Business
- 2 International Trade and Cargoes -Trade Routes Cargo Types Development of New Services - Consortia and Alliances - Key Players - Freight Conferences - FCLs AND LCLs - Container Hardware - Equipment Operations and the problems of imbalances
- 3 International Conventions Organisations and Associations Ships and Management - Trade and Cargoes - Land Transportation and Equipment -Maritime Affiliated Groups
- Operational Hardware Ships and Schedules Operations Technical Aspects Hull Markings Shipboard Cargo Handling Equipment Evolution of Ship Types Container Carrying Vessels Ship Management Schedules and Services Feeder Ship Operations
- 5 Operational Hardware Ports, Terminals and Depots Hub Centres and Hub & Spoke Operations Conventional General Break-Bulk Cargo Berth Container Terminal Operations Terminal Equipment Container Freight Stations/Inland Clearance Depots Container Yards and Repair Depots
- 6 Marketing and Sales Strategies and Policies Market Intelligence and Competition - Yield Management - Tariffs - Sales Functions - PR / Advertising
- 7 Commercial Activities Documentation Credit Control Data Interfaces Service Options Monitoring and Liaison Functions Revenue Receivables Interline Activities Insurance and Claims Reports and Statistics
- 8 Regional Offices Office Structures Marketing and Sales Customer Services Operations Container and Logistical Management Financial Activities
- 9 Area Agencies Agency Sales Customer Relations Services Operations -Accounts - Carrier v Independently Owned - Reports and Communications
- Supply Chain Management Customers' Requirements Commercial Terminology - International Transportation Movements - Just in Time (JIT) -Supply Chain Integration - Transport Intermediaries - Infomediaries
- 11 Intermodal Logistics Inventory Management Hinterland Operations IT Systems and Solutions - Human Resources
- 12 Finance for Non Accountants Accounts Budgets and Forecasts Cash Flow Chart of Accounts Company's Annual Report and Accounts Voyage Accounts Cost Control Capital Investment
- Marine Insurance Issues London Market Protection and Indemnity (P & I) Clubs - Through TransPORT Club - Through Transport Contracts of Carriage -General Average and Salvage - Dispute Settlements - Cargo Claims
- 14 Key Issues Affecting Today's Liner Shipping Industry Annual Update

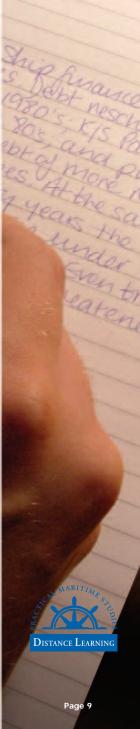
Dry Cargo Chartering

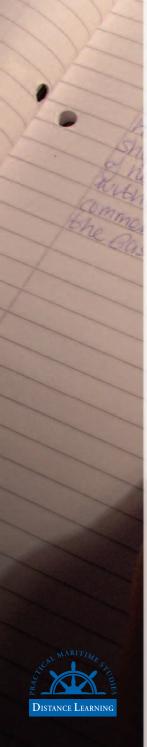
This comprehensive course on dry cargo chartering will provide you with much of the necessary information to become a dry cargo broker. The authors are practising daily at the centre of this important market and impart practical advice alongside the principles of chartering.

COURSE CONTENT (14 Lessons)

- 1 Commodities Details of major dry cargoes, their routes, methods of shipment and problems Ports and their facilities Cargo problems.
- 2 The Ship Types of vessel and their construction Bulk carriers, general cargo and specialist ships dimensions, plans and cargo gear.
- 3 The Principals The roles of the Shipowners Charterers Shippers Receivers.
- 4 The Market How the markets function The role of brokers Market Indices Freight market reporting Forward Freight Agreements (FFAs).
- 5 The Voyage Charter Party The printed form and the extra clauses.
- **6** The Timecharter Party The printed form and extra clauses in regular market use.
- 7 Voyage Estimating Methods of calculating voyage earnings for both Shipowners and Charterers – Time Charter Equivalent – Decision making – Operational trade-offs.
- 8 The Negotiations How chartering negotiations are conducted Methods of negotiating Offers and counter-offers Subjects.
- 9 The Psychology of Broking Working the market Suggested methods Accept/Except versus Decline/Re-offer.
- 10 Vessel Earnings Calculation of voyage freights and timecharter hire Deductions from freight and hire – Performance claims – Liens.
- **11-12** Laytime The calculation of laytime Types of laytime Notice of readiness Demurrage and despatch Statements of Fact and timesheets.
- Post Fixture Ship's documents The actual voyage and how to make it work efficiently Freight and hire accounts.
- 14 The Law A review of law cases applicable to dry cargo.







Tanker Chartering

This in-depth course introduces you to the fascinating world of tanker chartering providing a step-by-step guide to the current methods of the tanker chartering market.

COURSE CONTENT (16 Lessons)

- 1 The History of Oil and the Tanker Industry Background to the industry and its development.
- 2 The Ship Construction and design of different types of tanker, including the latest environmental developments.
- 3 The Cargo A detailed look at liquid cargoes, their problems and characteristics Ports and refineries.
- 4 The Principals Shipowners Charterers Shippers Receivers.
- 5 The Market and Brokers How the tanker markets function.
- **6-7** The Voyage Charter Party A detailed look at frequently used voyage charter parties.
- 8 The Timecharter Party Analysis of common forms.
- 9 The Vessel's Earnings Freight and hire calculations Worldscale Performance claims.
- **10** Voyage Estimating Calculating the voyage earnings and Time Charter Equivalents.
- **11** The Negotiations A step-by-step analysis of how chartering contracts are concluded.
- **12** The Documents A detailed analysis of Bills of Lading Problems arising from the use of shipping documents.
- 13 Laytime Calculation of Laytime and Demurrage Practical Examples.
- 14 The Voyage A typical voyage with many of the problems that may occur.
- 15 The Law A review of cases of interest to those involved in the tanker chartering market.
- 16 The Problems Pollution and other problems not covered elsewhere.



Marine Insurance

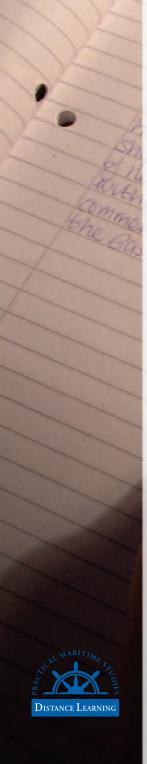
The aim of this course is to bring to the student the general principles of Marine Insurance beginning with placing of the risk in the market through to processing of a claim on a hull or cargo policy.

COURSE CONTENT (12 Lessons)

- 1 Introduction International insurance market Lloyd's Companies Protection & Indemnity Clubs – Brokers – The Salvage Association.
- 2 Effecting Marine Insurance Placing the risk The UK Marine Insurance Act 1906 – The Policy – Underwriting considerations – Evaluating the risk.
- 3 Principles Insurable Interest Hull & cargo interests Contracts of sale Assignment – PPI Policies – Double insurance.
- 4 Utmost Good Faith Disclosure Warranties Attachment and Termination of cover.
- 5 Types of Loss Partial and Total Loss Constructive Total Loss Proximate Cause Statutory Exclusions Perils not covered by the Policy.
- 6 Indemnity Measure of Valued and Unvalued Policies Salvage Franchises, excesses and deductibles.
- 7 Charges and Subrogation Sue and Labour Salvage Collision Liabilities Both-to-Blame Collision Clause.
- 8 General Average York-Antwerp Rules The 'Jason' Clause Contributing Interests – General Average Adjustment.
- 9 Cargo Insurance Facultative and open covers Insurance certificates Cancellation clause – Basis of valuation.
- 10 Cargo Policy Conditions Institute Clauses Cargo Clauses A, B and C War Clauses.
- **11-12** Hull Policy Conditions Developments of the Institute Time Clauses (Hull) Total Loss Only Institute Time Clauses (Freight) Institute Warranties War and Strike Clauses.







Maritime Law

Whilst the chartering courses concentrate on the practical operations of the shipping market, this course looks in much greater depth at the law and associated legal implications of various shipping documents. It will be of great benefit to practitioners in shipping as well as those whose work brings them into contact with the maritime sector.

COURSE CONTENT (10 Lessons)

- Historical development of English Maritime Law the precedent of Case Law is all important in English Law and we need to study its historical evolution in the marine field.
- 2 Admiralty Law and Practice "In Rem" proceedings Liens Limitations of liability Collision Life and Property Salvage Lloyd's Open Form.
- 3 Statutory Requirements analysis of Hague, Hague-Visby and Hamburg Rules.
- **4** Bills of Lading Law and practice relating to Bills of Lading Role, functions and problems of the Bill of Lading Letters of Indemnity Alternative documents of title Waybills.
- 5 Charter Parties (1) Voyage charters Analysis of charter party clauses Laytime, demurrage and despatch – the principle of the "Arrived Ship" – Safe ports – Freight – Frustration.
- 6 Charter Parties (2) Time charters Delivery and redelivery Trading limits Owners'/Charterers' responsibilities Performance disputes Off-Hire Withdrawal Liens Charter period.
- **7a** Passenger Liabilities Case history of passenger liabilities Personal injury The Athens Convention and recent developments.
- **7b** Ship Registration Legal implications of ship registration Flags of Convenience
- 8 Oil Pollution Analysis of past and current legislation TOVALOP CRISTAL The Fund Convention Civil Liability Convention (CLC) OPA 90 International organisations protecting the environment.
- **9** The Role of the P&I Clubs the involvement of the Clubs in the area of Shipowners' third party liabilities.
- 10 Maritime Arbitration In-depth analysis of London Arbitration procedures UK Arbitration Acts of 1950, 1975, 1979 and 1996.

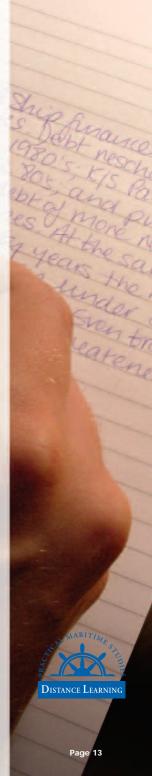


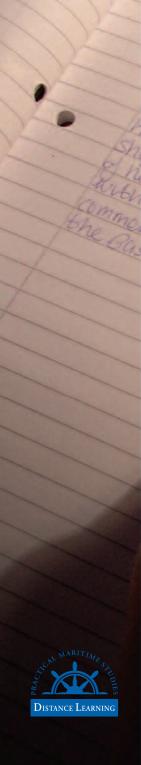
Shipping Finance

Most ships today are bought using one or more of the range of financial instruments available from the capital markets. However, it should be remembered that only two forms of money exist: equity and debt. Both forms have a more complex morphology than might at first appear necessary. Normally, this mix of complexity is the preserve of the international financier who "tunes" the deal to maximize the benefits to both provider and user of the funds. With this course, a window on this highly specialized world of finance will be open to you.

COURSE CONTENT (15 Lessons)

- 1 Introductions Brief characteristics of the industry cyclical nature gearing the equity consideration lack of controls demand/supply balance risk versus reward and its continued assessment credit crisis restrictions on lending.
- Types of Finance Facility types fixed, floating, term, revolving credit, guarantees, letters of credit etc recourse versus non-recourse lending asset based lending versus balance sheet lending secured versus unsecured lending corporate versus entrepreneur risk country versus company risk.
- 3 Forms of Finance Debt provision syndicated, bilateral, club and Eurocurrency transactions equity mezzanine/bridging finance private placements.
- Finance for New Construction General approach to newbuilding lending OECD related schemes Korean Ex/Im finance Danish bond schemes Government shipbuilding subsidies ECGD and SMFC support.
- Finance for Second-Hand Acquisitions equity contribution versus debt provision types of security (FPMs etc) residual risk age profile insurance considerations periods of exposure vessel types.
- 6 Other Sources of Finance these concentrate on the specific characteristics of the various methods of raising finance – eg leasing – sale and charterback – bareboat charter arrangements – off balance sheet techniques etc.
- 7 Borrowing Structures the single shipowning company multinational conglomerates other limited liability companies flags of convenience.
- 8 Security and Protection required by Lenders/Investors types of vessels covenant structure security mechanisms valuation techniques other forms of recourse Assessing the risk.
- 9 Vessel Profitability Cashflow methods of employment pool arrangements and liner/conference revenues – working capital – other forms of cashflow support.
- 10 Credit Analysis Assessing management scope and competence profit and loss analysis balance sheet analysis covenant and ratio controls industry and trading conditions.
- **11** Documentation commitment letter loan agreement security documents, mechanisms and provisions.
- 12 Interest Rate Management fixed and variable rate borrowings foreign currency exposure swaps, options, Forward Rate Agreements (FRAs) and other derivative instruments mortgage backed securities.
- **13** Taxation and Depreciation creating tax losses capital allowances tax breaks for offshore registers.
- 14 Workouts nature and timing of problem decision to foreclose, scrap or continue trading – multiple lending – renegotiation of terms and conditions.
- 15 Summary lenders' responsibilities environmental considerations capital structures economic factors demand and supply balance increase in financial sophistication.





Laytime, Demurrage & Despatch

In considering all aspects of tramp shipping and chartering, there is little doubt that Laytime generates the majority of disputes, both in arbitration and law. This detailed study of the subject includes many practical examples and calculations, together with a selective look at recent legal decisions on Laytime.

COURSE CONTENT (12 Lessons)

- 1 A Description of Laytime Its words and phrases.
- 2 Different Types of Laytime Definite, Indefinite and Calculable How are they determined?
- 3 Notice of Readiness and the 'Arrived Ship' When has a ship "arrived" Validity of the NOR Port versus Berth charter parties.
- 4 Commencement of Laytime Differences between tankers and dry cargo vessels – "Reachable on arrival" and WIBON – Time waiting for berth – Ready in all respects.
- 5 Interruptions and Exceptions What stops the laytime "clock" running? A closer look at Weather, Strikes, Lockouts, Breakdowns on ship/shore, SHEX/FHEX, SHINC/FHINC and many other terms.
- 6 The Four D's Demurrage (including a study of Time Bar Clauses) Damages for Detention – Despatch (including the difference between "working time" and "all time" – Deadfreight.
- 7 Charter Party Laytime Clauses Tanker charter parties: Asbatankvoy, STBVoy, Exxonvoy, Asba II, Shellvoy and Beepeevoy Dry cargo charters: Gencon, Norgrain, Baltimore Form C, Centrocon, Austwheat and Amwelsh.
- 8 Special Clauses Other charter party clauses that affect laytime calculations Draft surveys – Documents – Bills of lading – Pumping – Cargo retention – Deviation – Shifting – Heating.
- **9** Practical Laytime Step-by-step guide to preparing a timesheet Timesheet format Tips worth noting Examples.
- **10** Dry Cargo Laytime Calculations Practical examples of typical timesheets preparation and laytime calculation.
- 11 Tanker Laytime Calculations Practical examples in the tanker trades.
- Collection of Demurrage and Despatch We may earn it but can we collect it?
 When is demurrage or despatch due How laytime disputes are handled by Tribunals and the Courts.

Enrolment Form

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Page 15

