



**LLOYD'S
MARITIME
ACADEMY**

DIPLOMA IN SHIP MANAGEMENT

The leading international professional
development qualification for current
and future ship managers

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DIPLOMA IN SHIP MANAGEMENT

ABOUT THIS COURSE

The Diploma in Ship Management continues to be the ideal professional development course for existing ship managers, prospective ship managers and for those who work alongside the ship management sector. The shipping industry is constantly evolving and for those working within its many facets, one major problem is keeping up-to-date with the pace of these changes. This distance learning programme furnishes you with the skills, knowledge and tools you need to keep up to date and assist your career to either becoming or understanding the essential role of the ship manager.

Course highlights:

- Delivered by experts in the field – Course Director: **Captain John Dickie**
- Duration: **52 weeks**
- Delivery: **Online**
- Award: **Diploma in Ship Management**

Ideal for:

- Professionals involved as official investigators, representatives of ship owners or operators, shipbuilders and equipment manufacturers
- Ship's officers, ship managers, superintendents, DPAs plus health & safety officers responsible for implementing recommendations
- Marine surveyors, auditors, port state control and vetting inspectors wishing to develop best practice
- National maritime administration personnel, trade union representatives, lawyers and consultants involved in incident response and implementing corrective actions
- Seafarers and/or military personnel looking to enter the field of marine accident investigation
- Fleet managers, ship managers, yacht managers and support personnel seeking to develop their knowledge
- Superintendents, technical managers and marine operations personnel seeking career development
- Business development managers, commercial managers and quality assurance personnel
- Government staff, regulators and allies, support professionals and consultants

DIPLOMA IN SHIP MANAGEMENT

OUTCOMES

What You Will Learn:

At the end of the course participants will be able to:

1. Identify the role of the ship manager within the context of the marine industry and in any relevant organisation
2. Explain both the ISM and ISPS Codes and their relationship with the manager
3. Understand the importance of the Four Pillars – SOLAS; MARPOL; STCW; and MLC
4. Describe the linkage between quality, health, safety management and environmental systems
5. Assess the management of resources and operations for vessel activities and shore resources
6. Understand and apply the different demands of various ship types
7. Understand and apply the relationship between Flag State; PSC; Class; Other industry bodies
8. Analyse core business requirements such as accounting, customer service, law and insurance
9. Create and present professional written business reports

A vertical graphic with a dark blue background. At the top, it says 'JOIN THE LLOYD'S MARITIME ACADEMY COMMUNITY!' in white, with the Lloyd's Maritime Academy crest to the left. Below this, it says 'Get up to date with industry content, news and insights and learn more about our Distance Learning Courses, Events and Seminars!'. Then, it says 'Search for "Lloyd's Maritime Academy" in the following Social Media Channels:'. Below that are icons for LinkedIn, Facebook, Twitter, and Instagram, with '@LMA_DL' underneath. The bottom half of the graphic shows a smartphone screen with various social media icons floating above it, including speech bubbles, a download arrow, a game controller, a coffee cup, and a globe.

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DIPLOMA IN SHIP MANAGEMENT

COURSE LEADERS



**John Dickie - Captain John Dickie,
BA Joint Development Associates Limited (JDass Ltd)**

Captain Dickie has spent the last 40 years in the maritime industry. This has encompassed 20 years at sea from cadet to command and on various ship types from oil, chemical and gas including combination carriers, bulk carriers and container ships. John was manager of the Marine Technical Division for a survey company in the middle east which he helped set up, as well as having been a marine superintendent and operations manager. Five years were spent in an IACS member as head of the ISM Code, which involved being Chairman of the IACS ad hoc Group ISM Code. Plus, liaison manager to the USCG and CEFIC for ISM Code matters on behalf of IACS. John has qualifications in auditing to the following standards, ISO 9000, 14000, 18000, SA8000 and ISM Code.

Becoming a lecturer was an important step and the years spent teaching were most enjoyable. During this time John took the opportunity to enhance his own credentials with various teaching qualifications as well as completing a BA degree in Adult Education. In the summer of 2010 John set up his own company, JDass Ltd, providing bespoke training to companies, ensuring the client requirement is met whilst still meeting the many requirements of legislation within the maritime industry.

How You Will Learn:

Every course is broken down into manageable modules, designed to accelerate your learning process through diverse learning activities:

- Work through your instructional material online
- Interact with your peers and learning facilitators through the online forum to discuss subject related issues and to network with your fellow learners
- Investigate relevant, real-world case studies
- Apply what you learn each week to ongoing project submissions

KEY INFORMATION

When does it start and how long is the course?

The course is 12 months long and the modules are released online, one every month. Please go online to see the next available start date.

What are the entry requirements?

Participants should be able to prove a minimum achievement of A-Level or equivalent (High School) or those who demonstrate a number of years of relevant industry experience are welcome to apply. You must have an adequate command of English in order to meet the demands of the course.

How is the course assessed?

The course is assessed through a mixture of written course work and online tests. Written assignments are submitted online and written feedback is provided by the marker.

How much does it cost?

Please go online to www.lloydsmaritimeacademy.com/sm and see the Fees page for full details. An interest-free instalment plan is available. Please contact us for more details.

The below Advanced Certificates have been designed for all completers of the Diploma in Ship Management:

- **Adv Cert. Designated Person (DP)**
Discover what it takes to become a great DP!
Go online to find out more
www.lloydsmaritimeacademy.com/dpa
- **Adv. Cert Internal Auditor in Shipping**
Acquire a full understanding of Internal Auditor in Shipping to ensuring that the maritime requirements for the ISM Code, ISPS Code, MLC 2006 and the ISO standards are met.
Visit www.lloydsmaritimeacademy.com/ia for more information



INTRODUCTION TO THE SHIPPING INDUSTRY AND THE ROLE OF THE SHIP MANAGER

Module 1

Learning Outcomes:

- Understand the definition of world trade and its effect on the shipping industry and the supply and demand for ships and cargoes
- List the various ship types and the cargoes carried on board
- Define the core structure of the global shipping industry, including the various bodies and organisations involved in shipping
- Analyse the impact of legal requirements for the safe operation of ships
- Understand ship management and how it works, including the various roles, tasks and responsibilities of a ship manager
- List the requirements of purchasing and the costs involved to each ship under a ship manager's control
- Interpret charter parties and the effect on ship operations and costs
- Prepare and conduct reports and presentations on a weekly, monthly, quarterly rotation from a ship manager's perspective

Indicative Structure:

Part A:

- This module outlines the shipping industry and the core items of how it works.
- Shipping industry – a global industry
- World trade
- Supply and demand for ships
- Supply and demand for cargoes
- Introduction of ship types and trades
- The core structure of the shipping industry
- Who's who in the shipping industry
- The difference between ship owner and ship management
- Legal liabilities

Part B – The Role of the Ship Manager:

This module outlines what a ship manager does and where they fit into the industry and a shipping company.

- What is ship management?
- What does a ship manager do?
- Relationship with other personnel and departments
- Maintenance systems
- Purchasing
- Checking crew numbers, qualifications, experience for manning contracts
- Lines of communications for efficient and effective operation of ships
- Review of ship operation against charterparty
- Preparing reports and presentations
- Sale and acquisition of ships

THE SKILLS SET OF A SHIP MANAGER

Module 2

This module outlines what a ship manager needs to be able to function and do the job intended for him/her. These are diverse and need to be refined as a ship manager seeks promotion.

Learning Outcomes:

- Understand the training, education and development needs of a ship manager
- Use time management effectively
- Build positive and progressive relationships with other internal and external personnel, as well as effective working relationships while taking into account cultural difference
- Conduct and/or review appraisals and the effect of each person being appraised
- Apply the different cultures and the pros and cons of each style

Indicative Structure:

- Professional development – training and education
- Managing time and workload
- Business relationships – office and ships
- The impact of cultural differences on working relationships
- Effective communications
- Meetings – chairing or attending
- Appraisals
- Blame; no blame; just cultures - application
- Project management

MARITIME LEGISLATION

Module 3

Maritime legislation is multi-faceted and needs to be looked at from various points of view. The ship manager does not need to be a lawyer, but must understand the law and its application to the work that he/she does.

Learning Outcomes

- Apply maritime legislation in the workplace
- Analyse the various legislative bodies that control the maritime industry
- Understand the importance of the IMO and the relationship between national, regional and global legislation
- Analyse the various legal obligations of the various charter party types, as well as the legal implications of the various types of marine insurance, and the various legal documents in respect of cargoes and their carriage
- List the differences between criminal and civil law and the effects of both on the maritime industry
- Apply the legal requirements in respect of the health, hygiene and safety of employees and contractors

Indicative Structure:

- Define “Seaworthiness” and how it relates to maritime law
- The IMO
- Global – regional – national legislation
- Conventions; codes; guidelines and standards
- Charterparties
- Insurance – H&M; P&I; FD&D
- Bills of Lading; Waybills; Contracts of Affreightment
- Contract law
- Health, hygiene and safety of employees

THE FOUR PILLARS OF QUALITY SHIPPING

Module 4

These are the four conventions that form the bedrock of the shipping industry for the ships and their crews. The ship manager will need to understand them and apply the contents relevant to the ships that are being managed.

Learning Outcomes:

- Understand the contents of the SOLAS, MARPOL, STCW and MLC Conventions and the relationship between them
- Apply the relevant sections of these conventions to working practices
- Realise the necessity for the Ship Manager to use these conventions effectively and their impact on the way work is conducted

Indicative Structure:

- SOLAS (IMO)
- MARPOL (IMO)
- STCW (IMO)
- MLC (ILO)
- The integration of the conventions into working practices
- The education of the ship manager in respect of these conventions

THE ISM CODE- ISPS CODE – PSC

Module 5

These two codes and port State control set the standard for a company to operate both safely and securely and to pass port State inspections.

Learning Outcomes:

- Discuss the contents of the ISPS and ISM Codes to the operation of the company and every ship connected to the company
- Explain the role and function of Port State Control on a global, regional and national level
- Define the relationship between the ISM and ISPS Codes and PSC and the effect that these three standards impose on the safe operation of ships
- Apply the processes required to achieve and retain certification
- Process and clear non-conformities and deficiencies with the required time scale and ensure that targets are met

Indicative Structure

- The ISM Code
- The ISPS Code
- Port State Control
- Bringing all three together
- The effect on ship operations
- The process to certification
- Risk assessment and risk management
- The ship manager and handling non-conformities and deficiencies within set dates

MARITIME CERTIFICATION AND THE INSPECTION BODIES

Module 6

Every ship needs to hold a complete and valid set of certificates to be able to trade. The diversity of the certification carried and the inspection bodies who will conduct inspections, surveys and audits against them needs to be understood and applied by the ship manager.

Learning Outcomes:

- Describe the relevant certificates to be carried on board each ship
- Analyse the role of the International Association of Classification Societies and its members and its relationship with flag states and the IMO
- Discuss what impact Port State Control has on flag state and the relationship between the two entities
- List the diverse number of Maritime Industry Bodies and their function in the maritime industry
- Assess the role of the ship manager in accident investigation and analysis of any related incident

Indicative Structure:

- The certificates
- IACS
- Flag State
- Port State Control
- Maritime industry bodies
- SIRE inspections + TMSA 3 (liquid cargo ships)
- On-hire and off-hire inspections; condition reports
- Accident investigation and analysis
- Key Performance Indicators

MARITIME ISO STANDARDS AND THEIR APPLICATION

Module 7

The International Standards Organisation (ISO) is having an increased application in the maritime industry. The ship manager needs to know the various standards and how they are applied to the ships and company that he/she are employed in.

Learning Outcomes:

- Analyse the function of the International Standards Organisation (ISO) and its relationship with the maritime industry
- Assess the different functions and responsibilities between certification bodies and other entities involved in the delivery of ISO standards
- List the various ISO standards to the office and each ship and the role and involvement of the ship manager
- Describe the growing use of ISO standards being developed specifically for use in the maritime industry
- Analyse the future implications of the ISO standards and their involvement in the maritime industry

Indicative Structure:

- ISO Standards and the maritime industry
- Accreditation and certification bodies and services
- Integration of ISO standards with maritime standards
- The ship manager and the ISO standards applicable to their ships
- ISO 9000 and ISO 14000
- OHSAS 18000 and ISO 27001
- ISO 50001
- SA 8000
- ISO / PAS 28007 and CEN / TC 417

FINANCIAL CONTROLS AND BUDGETING

Module 8

Shipping is an industry that involves large sums of money and capital investment. The ship manager does not need to be an accountant but must be able to understand what the contents of a spreadsheet are and also to ensure that the ship is operating within the budget allocated to it.

Learning Outcomes:

- Evaluate the various basic business models and how they operate
- Assess the need to ensure that the company can track its finances and financial position
- Analyse the various financial statements and what they mean
- Keep control of each ship's costs in relation to operations and ongoing revenues
- Determine the ratio analysis of the company and its ships
- Control the post fixture costs for each ship during each specific voyage and who pays for what
- Monitor and control ship agent fees and the quantity of money requested for disbursements at each port of call
- Manage the overall costs of running a shipping company against projected income
- Interpret finances in respect of the company and ship operations

Indicative Structure:

- Basic business model
- Profit and loss
- Balance sheet
- Cash flow
- Costs of ship operations
- Ratio analysis
- Post fixture
- Ship agents and disbursements
- Overview of company costs

SHIP TYPES AND THEIR OPERATION

Module 9

The ship manager needs to be aware of the various and diverse ship types that are operated, and the specific needs required operating them.

Learning Outcomes:

- Assess the need for the ship manager to understand the various ship types and their operation
- Analyse the wet cargo trade, the dry cargo trade and the container trade and their requirements relevant to their trading and operation
- Analyse passenger ships and their specific needs for crew, passengers, and operation
- Assess the offshore sector and the advancement of specialist ship types in this trade
- Understand the need to supply and maintain specific crews to the various ship types and the specialist qualifications required
- List the full spectrum of cargo documentation and the growth and acceptance of electronic cargo documents

Indicative Structure:

- Defining ship types
- Wet cargoes - tankers and other liquid carriers
- Dry cargoes – bulk carriers, ore carriers, combination carriers
- Container ships
- Specialist carriers – heavy lift; semi-submersible heavy lift
- Passenger ships
- Offshore sector ships and structures
- Crewing requirements dependent of ship type
- Cargo documentation

INTRODUCTION TO CARGO CALCULATIONS

Module 10

Every ship is required to carry the maximum cargo as per the charter party requirements. The ship manager needs to be aware of the specific needs of the ship types and the cargo carried. Many ships carry approved software packages for their operation. This module gives an insight of where these software packages take the information from

Learning Outcomes:

- Apply the International Load Line Convention to ship types and the cargo carried on board
- Assess the restrictions on trading areas imposed by the Institute Warranty Limits (insurance)
- List the various cargo calculations required to be conducted and the definitions relating to them
- Understand the importance of being able to analyse a draft survey calculation and note the various requirements for its correct completion
- Determine the calculations for specialist cargo
- Determine the maximum cargo lift for any type of cargo
- Review cargo documentation for charter party requirements along with the comparison to ship figures

Indicative Structure:

- The International Load line Convention
- Institute Warranty Limits
- Cargo calculation terms and definitions
- Draft surveys
- Dry cargo calculations
- Wet cargo calculations
- Specialised cargo calculations
- Determining maximum cargo lift
- Cargo lift restrictions – by various means
- The Bill of Lading; Contract of Affreightment; the ship's figures

CASE STUDY: MANAGING A SHIP MANAGEMENT COMPANY

Module 11

A project designed to bring together the various areas of study that form the core modules. Participants are cast in the role of General Manager of a small ship management company and asked to complete a variety of tasks.



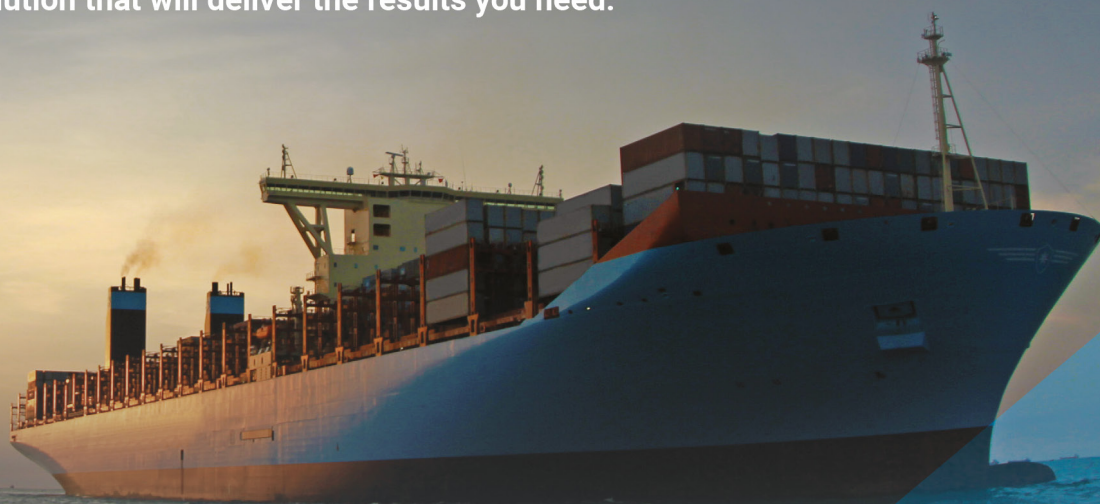
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WHO WE ARE



**LLOYD'S
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ABOUT LLOYD'S MARITIME ACADEMY

Lloyd's Maritime Academy was born from Lloyd's List.

Lloyd's Maritime Academy is the trusted brand for professional development, working with leading academic and industry bodies to provide accredited education and training where it is much needed.

We are stepping up investment in new learning management platforms, improved content and learner resources to enhance your experience and ensure maximum reward for the investment you make in your future.

We continue to research new topics to provide you with the qualifications needed for a successful career; supporting a safer, cleaner and more efficient shipping industry for decades to come.

We look forward to welcoming you onto one of our programmes.

WHY TAKE A LLOYD'S MARITIME ACADEMY COURSE?

- **Accessible** – 24/7 availability from wherever you have an internet connection
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- **Professional** – industry leading course directors and tutors
- **Quality** – study the same course used by corporations for internal training
- **Network** – with tutors and like-minded professionals from around the world. Use our online tutorial forum to ask questions and share knowledge
- **Save money** – no additional travel or accommodation costs



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North Kent College is a major UK college based on the River Thames providing further and higher education in the south east of England. The College caters for more than 4,500 students across two main campuses, with a wide variety of academic and vocational courses, as well as professional education and training via short courses, part-time study or distance learning. Full-time and part-time higher education programmes and foundation degrees are delivered via a partnership with the University of Greenwich.

The National Maritime Training Centre at North Kent College is widely recognised within the maritime industry for providing sector-specific training within high quality industry-standard facilities.

The College is committed to helping students to achieve their ambition – whether they wish to gain their first job, achieve high-level professional qualifications, change career or prepare for their next promotion. The College takes pride in working in partnership with industry to provide the correct mix of knowledge and practical skills that are required to sustain the workforce.

North Kent College is a partner of Lloyd's Maritime Academy in delivering this course and manages assessment, quality assurance and the award of the professional development Diploma.

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