

**METL**

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## **Maritime Education & Training Limited**

**Tel: 0845 6442864**

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### **The Route to Professional Qualification in Shipping**

**METL** provide evening courses in central London for the Professional Qualifying Examinations leading to membership of the Institute of Chartered Shipbrokers.

The Institute of Chartered Shipbrokers (ICS) is the professional body, internationally accepted for all those engaged in every aspect of shipping business.

**METL** have a team of knowledgeable lecturers all of whom are professional shipping experts in their own fields.

#### **Who are the courses designed for?**

These part-time evening courses are designed primarily to prepare candidates for the Qualifying Examinations leading to membership of the Institute of Chartered Shipbrokers (MICS), the Foundation Diploma of the Institute of Chartered Shipbrokers and the Advanced Diploma of the Institute of Chartered Shipbrokers.

The courses' content will also be of interest to those wishing to expand their knowledge of the shipping business without necessarily having to sit for an examination.

#### **About the courses**

The courses adhere to the rules and regulations as set out by the Institute of Chartered Shipbrokers and it is the candidate's own responsibility to comply with these obligations.

Candidates must pass a total of seven subjects (unless the Institute grants any exemptions to a candidate) to enable them to apply for election to become a Member (MICS) of the Institute and eventually go on to Fellowship (FICS) when the title of 'Chartered Shipbroker' can be used.

Subjects are arranged into three groups as follows:-

### **Group 1**

- Introduction to Shipping
- Legal Principles in Shipping Business
- Economics of Sea Transport and International Trade
- Shipping Business

**Note:** All subjects in Group 1 are required  
**Shipping Business is compulsory in first year**

### **Group 2**

- Dry Cargo Chartering
- Ship Operations and Management
- Tanker Chartering
- Ship Sale and Purchase
- Liner Trades
- Port Agency
- Logistics & Multi-modal Transport
- Port and Terminal Management
- Offshore Support Industry

**Note:** Exemptions may be permitted from Group 2 & 3 Subjects

### **Group 3**

- Shipping Law
- Shipping Finance
- Marine Insurance

### **Important Notes:**

#### **Professional Qualifying Examination (PQE)**

Shipping Business **MUST** be taken in the first year along with one other subject of your choice (**Note:** the second choice subject cannot be Introduction to Shipping). Please note that the majority of students take **three (3)** subjects in their first year of study for the PQE qualification. The remaining subjects up to the seven required may then be taken in any order.

#### **Foundation Diploma of the Institute of Chartered Shipbrokers**

For those new to shipping or with little industry experience you may consider studying for the Foundation Diploma. Candidates have to take and pass both subjects at the same set of examinations. You have to take Introduction to Shipping from Group 1 and one other subject from Group 2. No exemptions are allowed.

## **Advanced Diploma of the Institute of Chartered Shipbrokers**

For those with some basic knowledge of the shipping industry, you may consider studying for the Advanced Diploma. Candidates have to take and pass both subjects at the same set of examinations. You have to take Shipping Business from Group 1 and one other subject from Group 2. No exemptions are allowed.

### **Exemptions**

Apart from Shipping Business you may be able to gain exemptions. Candidates must apply directly to the Institute of Chartered Shipbrokers for validation of any relevant professional or educational qualifications.

### **Assessment**

Assessment is by external examinations set by the Institute of Chartered Shipbrokers. These examinations take place each year during the month of April at a centre in London and at many centres worldwide.

## **Maritime Education & Training Limited (METL)**

**Subjects are taught weekly in a classroom style format held at: The College of Central London, 3rd Floor, 73 Great Eastern Street, London EC2A 3HR**  
(see Location of METL).

Classes run from 18.00 – 19.30 hours and from 19.30 – 21.00 hours on Monday, Tuesday, Wednesday and Thursday evenings.

Please contact **METL** for class schedules and **subjects offered**.

### **Term Dates for 2011/2012**

**12th September 2011 – 2nd April 2012 (26 week term)**  
**(with 3 weeks break for Christmas and New Year Holidays)**

The next set of ICS examinations will be held from 16th April – 26th April 2012.

**METL Study Fees:** £525.00 + VAT @ 20% (**£630.00 inc. VAT**) per subject.  
Price includes 26 weeks of tuition, Ship Types book along with other course material (which varies from subject to subject), use of **METL's** Virtual Library and a half-day Saturday Revision Class.

Saturday Revision Classes will be held on 3rd, 10th, 17th and 24th March 2012.

Please contact **METL** for further details.

**Please note Study fees are not refundable.**

**METL** is independent from ICS TutorShip.  
**METL** cannot assist with applications for Visas for the U.K.

## **Important Points to Note**

Please bear in mind the following:-

- When making your selection of subjects remember that Shipping Business is compulsory in the first qualifying year and that you have to take one other subject at your first qualifying attempt if you are taking the full Professional Qualifying Examinations (PQE). **Note:** your second choice subject cannot be Introduction to Shipping.
- Most candidates are working full-time and so generally take two/three years to complete the course towards full membership of ICS. Do not, therefore, be too ambitious at your first attempt.
- Even if you are granted an exemption in a particular subject, you may need that knowledge for some of the other subjects. Study the syllabus for that subject and attend the classes if you are uncertain about any aspect of the subject matter. This applies particularly to Introduction to Shipping, as most other subjects demand a good understanding of this subject.

## **The Institute of Chartered Shipbrokers**

In order to take the ICS Examinations, you have first to register with the Institute as a student, which will then allow you to claim any exemptions if applicable.

Secondly, you have to complete an entry procedure for the examinations themselves. Application Forms for both Registration and Examination Entry are obtained direct from the Institute and the respective fees paid to ICS.

For full details on the above and to view the syllabus for each subject, please visit the Institute's Website: [\*\*www.ics.org.uk\*\*](http://www.ics.org.uk)

It is your own responsibility to ensure that you comply with the Institute's own rules and regulations. Their full contact details are:-

The Institute of Chartered Shipbrokers  
85 Gracechurch Street  
London  
EC3V 0AA  
Tel: 020 7623 1111  
Fax: 020 7623 8118  
Email: [enquiries@ics.org.uk](mailto:enquiries@ics.org.uk)  
Website: [www.ics.org.uk](http://www.ics.org.uk)

### **Revision courses for ICS examinations**

Saturday Revision courses for the Institute's examinations will be run on 3rd, 10th, 17th and 24th March 2012 by the **Short Courses Unit of METL**.

For further details please contact **METL** directly.

### **PREP Revision Weekend**

Each year, the Institute of Chartered Shipbrokers organises a residential revision weekend at Warwick University. Full booking details can be obtained directly from the Institute's offices.

The dates for the 2012 ICS PREP Weekend are 29th March – 1st April 2012.

### **"The Maritime Club"**

Networking is an essential part of the shipping industry - so meeting socially with other shipping colleagues plays an important role. The Maritime Club is run by **METL** to provide the opportunity to meet on a social basis - usually in a City Bar after work!

If you want to discuss your choice of subjects or the courses generally, please contact **METL** by email at: **admin@metl.info** - we will be delighted to welcome you on board.

### **To Enrol for the Courses**

To enrol, please send by **post** your full contact details including your email address to **METL's postal address** as below and enclose a cheque for the required fee, clearly stating your chosen subjects.

**Cheques to be made payable to: Maritime Education & Training Limited**  
(Credit Cards are not accepted at the present time)

Arrangements can be made to invoice your work company directly if required.

VAT Invoice will be issued to the address supplied.

### **Please contact:-**

**Jeffrey Blum FICS - Rita Barnish FICS**  
**Maritime Education & Training Limited (METL)**

**Tel: 0845 6442864 Fax: 020 8907 2718**

**E-mail: [admin@metl.info](mailto:admin@metl.info)**

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**Postal Address: 8 Ilmington Road, Kenton, Harrow, Middx HA3 0NH**  
**Registered in England and Wales under Registration No: 04599627**  
**Registered Office Address: 3 Sandhurst Place, Bedford,**  
**Bedfordshire MK42 9HT**