



## THE INSTITUTE OF CHARTERED SHIPBROKERS

FOUNDED 1911: INCORPORATED BY ROYAL CHARTER 21 JANUARY 1920  
MEMBER OF FEDERATION OF NATIONAL ASSOCIATION OF SHIPBROKERS AND AGENTS

*TutorShip is ICS' own distance learning programme covering its syllabus and preparing students to take the Foundation Diploma.. The courses are designed to meet the needs of personnel in all spheres of the shipping profession providing not only the necessary preparation for the ICS exams but also giving students an opportunity to broaden their understanding of the industry and develop career potential. TutorShip is accredited and monitored by the Open and Distance Learning Council and all courses are written by specialists in their field and updated regularly.*

### Foundation Diploma - Overview

This Diploma has been designed for those who are either new to the industry or do not want to take the full ICS course and qualify as a member of the Institute but do want to further their knowledge of the shipping industry.

#### 1) Requirements

The Diploma consists of Introduction to Shipping from **Group 1** of the Professional Qualifying Examinations (PQE) syllabus plus an additional subject of the candidate's choice from **Group 2**. Exemptions are not eligible when studying towards the Foundation Diploma.

#### Group 2

**\$ 725 AUD per subject**

**\$ 837 NZ per subject**

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

## 2) Method of Study

The FD can be studied for in the same way as the PQE through **DLC TutorShip** distance learning centres worldwide or ICS in London or via **DLC Coracle**. This is an online study option specifically for student that they are travelling frequently. See the **TutorShip** section for a full explanation of the ICS's distance learning programme. The Tutorship option allows you the benefit of frequent communication with your local branch and to participant in local branch events.

## 3) Applying to be a student – DLC Tutorship

Visit the ICS U.K Website to view the each subject in the ICS Syllabus  
<http://www.ics.org.uk/html/syllabus.htm>

### a) If you are a New Student - Enrolling

See: FD Foundation Diploma Tutorship Enrolment Form.doc

Select your second subject

Remember that **Introduction to Shipping is a compulsory subject.**

## 4) If you are an Existing Student

The Foundation Diploma exams take place in April every year at specified centres worldwide.

Candidates must complete two forms to enrol into the Foundation Diploma:

### a) Annual Registration Form

See: FD Registration Form.doc

Students must Register in the first year of sitting exams and every year subsequently year to complete the FD.

- **Annual Registration Calendar Year:** April 1<sup>st</sup> thru December 10<sup>th</sup> (ICS Aust/NZ Branch)
- Students that enrol After December of a Registration Year will be enrolled in the next Registration Calendar Year and Exam Year.

## **b) Examination Entry Form:**

See: FD Exam Entry Form.doc

Students must complete this Form to register to sit an Exam

**Annual Registration and Exam Entry Forms must be received by:  
ICS Aust/NZ Branch – 10<sup>th</sup> December with all payment received by 20<sup>th</sup> December**

## **5) Invoicing and Payment**

The ICS ANZ Branch Office will forward invoices for payment shortly after receiving enrolment forms.

Course subject text books will be issued on receipt of payment.

Confirmation of your Enrolment will be sent via email, additionally you will be advised of allocated Tutors, to assist your studies towards completing the Foundation Diploma

See: Appendix 1 - Course Fees and Payment Options.

## **6) Examination Withdrawal**

**Examination Withdrawal – Direct to London by completing a Compassionate Consideration Procedure Form. Available on request from [examinations@ics.org.uk](mailto:examinations@ics.org.uk)**

## **7) Examination Centres**

Simply identify your Capital City – The ICSANZ branch will do its best to accommodate our regional DLC Student

Candidates can select on the examination entry form submitted to ICS in London to take the examination in the UK or at any of the designated examination centres worldwide. See the section on Designated Examination Centres in the Examination section of the website for details of the current exam centres. It is possible, at an extra fee, to sit at a non-designated centre. Please notify the ICS AU/NZ by the September 1<sup>st</sup> prior to the year commencing entering to sit examinations. Please visit the ICS UK website to view the full list of designation examination centres.

If you are thinking of sitting exams in 2010, now is an excellent time to enrol. Once all registration and enrolment procedures are completed and fees paid, you will be sent text books and assigned a tutor for each subject.

If you would like to discuss your options, please don't hesitate to contact me at our Branch office in Melbourne on 03 9895 4482 or by email – [ics-anz@pams.org.au](mailto:ics-anz@pams.org.au)

## Appendix 1

### Tutorship – Fee Schedule

<b>Foundation Diploma</b>	<b>AUD\$1080</b>	<b>NZD\$1246</b>
Annual Registration Fee	AUD\$125	<b>NZD\$144</b>
Examination Entry Fee	AUD\$130 (one fee for two subjects)	<b>NZD\$150</b>
<b>Professional Qualifying Examination subjects</b>		
<b>Group 1 Subjects</b>	<b>AUD\$670 per subject</b>	<b>NZD\$773</b>
	Introduction to Shipping	
	Legal Principles in Shipping Business	
	Economics of Sea Transport and International Trade	
	Shipping Business	
<b>Group 2 Subjects</b>	<b>AUD\$725 per subject</b>	<b>NZD\$837</b>
	Dry Cargo Chartering	
	Ship Operations and Management	
	Ship Sale and Purchase	
	Tanker Chartering	
	Liner Trades	
	Port Agency	
	Logistics and Multi Modal Transport	
	Port and Terminal Management	
<b>Group 3 Subjects</b>	<b>AUD\$725 per subject</b>	<b>NZD\$837</b>
	Shipping Law	
	Marine Insurance	
	Financial and Management Accounting	
	Fundamentals of Finance	
<b>Annual Student Registration Fee for the Qualifying Examinations</b>	<b>AUD\$125</b>	<b>NZD\$144</b>
<b>Examination Entry Fee per subject</b>	<b>AUD\$80</b>	<b>NZD\$92</b>
<b>Exemption Fee</b>	<b>AUD\$125 per subject</b>	<b>NZD\$144</b>
<b>Understanding Shipping</b>	<b>NZD\$990</b>	
A 9 month, 9 lesson distance learning course administered & tutored through the NZ Chapter. For information and payment please contact icsanz@icsanz.com	Ships and Trades; The Business and the Participants; Bills of Lading; Port Agency; Bulk Carrier and Tanker Documentation; Liner Agency Documentation; Chartering; Ports and Cargoes; Ship Management and Operation	

## **Enrolment and Payment Options for Tutorship**

**All completed forms to be forwarded to : Institute of Chartered Shipbrokers Australia / New Zealand Branch Inc**

**Post: PO Box 193, Surrey Hills, VIC, 3127 Australia.**

**Fax: +61 3 9898 0249**

**Email: ics-anz@pams.org.au**

### **Payment**

#### **Australia**

**Direct Transfer: To Institute of Chartered Shipbrokers Aust/NZ Branch at Westpac Bank – BSB 032-002: Account No. 236136. Please quote your Last Name.**

#### **Cheque:**

Make cheques payable to Institute of Chartered Shipbrokers (Aust/NZ) and post to PO Box 193, Surrey Hills, VIC, 3127, Australia.

#### **Enquiries:**

**Sophie Carson, ICS Aust/NZ Branch, PO Box 193, Surrey Hills, VIC, 3127 Australia.**

**Tel: +61 3 9895 4482; Fax: +61 3 9898 0249; Email: ics-anz@pams.org.au**