



# Getting ready to join your training course

**Center for Simulator Maritime Training (CSMART)**

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## Purpose

Welcome to the Fleet Training Joining Instructions Booklet. This booklet has been created as a reference document to help you find detailed information about your upcoming training courses. We recognise our previous way of communicating training logistics is disjointed, to alleviate this we have created this document to simplify our communication to you.

Within this document you will find all the training courses offered at CSMART, with information that you should read in conjunction with your logistics email. Please use the table of contents to identify your training course, click on the appropriate course, and it will automatically take you direct to the page.

All the details you should need are within this booklet, however if after reading this booklet you have questions, please visit the [FAQs](#) page. If your question is not answered on this page, please contact the Fleet Training Team on [fleettraining@carnivalssi.com](mailto:fleettraining@carnivalssi.com).

We hope this booklet, in conjunction with your logistics email, provides you with everything you need to prepare for your upcoming training at CSMART.

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# General Information

## Training Centre Information

Please locate your LMS activation link in the separate email sent from the learning management system. This email will be sent from [no-reply@marinelns.com](mailto:no-reply@marinelns.com) and will have the subject line "CSMART Event Invitation – Action Required". This email may be in your spam or junk email folders. This email will have a link, please click on this link to activate your account and create your password to login to the course.

Please contact [fleettraining@carnivalssi.com](mailto:fleettraining@carnivalssi.com) if you are experiencing difficulty or have not received the activation link.

**Important:** Please refer to the CSMART Learning Management System for start and finish times of your course

For evaluation purposes, please bring your laptop with you (if possible) to the centre, as this will be needed to fill in evaluation forms which are required by CSMART.

**Dress Code:** Please note that CSMART dress code is smart casual for the duration of your course.

CSMART Reception Contacts: +31 (0) 36 5210150

## Transfer Information

Upon arrival at Schiphol Airport please collect your luggage and make your way to Passport Control. Once through Passport Control, please proceed into the main arrival hall, following the sign "MEETING POINT".

The meeting point at Amsterdam Schiphol Airport is nearby Burger King, between entrance platform 3/4 and 5/6.



If unable to find the taxi driver please contact Taxi van der Woude & Sons +31 6 3945 3627 or CSMART Hotel (available 24h) +31 36845 1500.

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# General Information

## Daily Transfer Arrangements

Transportation arrangements have been made to transport you to/from the training centre each day. On arrival at the hotel please see the notice board located at the Front Desk for the transfer information to/from the training centre daily

On the final day of the course a taxi will collect you from CSMART and transfer you to Schiphol Airport in time for your return flight home. If you are flying the following day, the taxi will take you back to your hotel after the course and transport you to the airport the following morning. If you have another course running after this course, you will be taken back to your accommodation where extra nights at the hotel have been arranged for you.

## CSMART Hotel Almere



### CSMART Hotel Almere

**Address:** Zeeduinweg 11, 1361 BG Almere, The Netherlands.

**E-mail:** [info@csmart-hotel.com](mailto:info@csmart-hotel.com)

**Tel:** +31 (0)615901177

**Website:** <https://csmart-hotel.com/>

Rooms are arranged for the duration of your stay. If for any reason you need to extend your stay or do not need this accommodation, please contact the Fleet Training Compliance Team via email.

For cancellations within 48 hours of the arrival date please contact the hotel directly.

Breakfast is included with the accommodation and lunch is provided each day at the training simulator. You have a daily evening meal allowance of up to €29.00 (euro) and you may choose to dine either on account at the hotel or at a local restaurant. If you choose to make dinner arrangements outside of the hotel you will be required to pay for your meal and reclaim the expense via this [expense form](#). To ensure full reimbursement all expense claims must be accompanied by receipts. Breakfast and lunch expenses will not be reimbursed.

Please settle any extras on departure.

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# General Information

## Fleet Training Support Contacts

If you need to contact the Fleet Training Team regarding your upcoming training please email [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com)

If you encounter a flight delay or cancellation, issues with your transfer or hotel, or general logistics assistance outside of the core office hours of 09:00-17:00, please call the Emergency Out of Hours Team on +44-800-0488-717

## Training Feedback Form

Your feedback is very important to us as it allows the quality and effectiveness of courses to be monitored.

Therefore, would you please complete this evaluation form via the below link:

[Training Feedback Form](#)

## Claiming Your Training Expenses

Please use the [Fleet Training Expense Form](#) to submit approved expense claims incurred during your training course:

- Please provide clear documentation to support each expense claim.
- Where pre-approval from your Global Talent Partner or UK Training Compliance Team is required, please ensure to attach the approval e-mail to your receipt.
- Please submit expense claims before the 10th of each month. Expense claims received after the 10th, will be reimbursed in the following month.
- For those seafarers whose payroll is administered in Mumbai - please submit your expense claims to be paid via Crew Payroll on joining ship for your next assignment.
- Please ensure you have submitted your correct bank details via the appropriate channels prior to submitting your claim.
- Training expense claims must be submitted within 6 months of the date on the receipt. Expense claims received after this date will be rejected.

Details of training payment entitlement and amount to be paid / reimbursed can be found in Appendices 2,3 & 4 of the Seafarers Training Travel Policy. [HYPERLINK](#)

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# General Information

## Frequently Asked Questions

### Can I take my partner/ family with me to CSMART?

Yes you can, please see below for rates. Please note, that only 1 room can be arranged per participant, spouse, and children. CSMART rooms can accommodate a family of 3.

You will be responsible for arranging your partners/ family travel.

We will need the names and ages of your guests to add to your booking, please email this to [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com)

### What are the current 2023 CSMART rates ?

All prices include breakfast, lunch and dinner (updated rates are published from March each year)

- Extra person - €45.10
- Extra child (Age 4 – 17 years) - €31.57
- Extra baby (Age 0 – 3 months) - €14.14

### Can I take my partner/ family with me to CSMART?

Yes, please see below for rates. Please note, that only 1 room can be arranged per participant, spouse, and children. CSMART rooms can accommodate a family of 3.

You will be responsible for arranging your partners/ family travel.

We will need the names and ages of your guests to add to your booking, please email this to [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com)

### Can I extend my stay at CSMART?

You can use your local leave and extend your stay before or after training. We can arrange your flights to suit this request, but please let us know of your intentions when booking the course or before 6 weeks of your course date. If flights have already been booked and are non-refundable, you may need to arrange alternative travel at your own expense.

Please note, your accommodation at the CSMART hotel will cover your training course only (Sunday through to Friday/Saturday, depending on when your return flight is booked). For any additional days you wish to stay in Holland, you will need to arrange your own accommodation.

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# General Information

## Can I change my flights/travel method?

Outside of 6 weeks, your travel may not yet be booked, and we can update the logistics if circumstances require. Please email us as soon as possible to discuss - [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com)

If your travel is within 6 weeks, it is likely it is already booked and cannot be amended. If you wish to amend your travel/flight within the 6-week period and your flight is non-refundable or changeable, you may need to cover the cost accordingly.

## What is CSMART dress code?

Please note that the CSMART Dress code is smart casual for the duration of your course.

## What is the contact information for CSMART ?

In the first instance, please contact CUK.

- CSMART wellness centre - [CsmartWellnessCenter@carnival.com](mailto:CsmartWellnessCenter@carnival.com)
- CSMART hotel - [info@csmart-hotel.com](mailto:info@csmart-hotel.com)
- CSMART logistics - [csmartlogistics@carnival.com](mailto:csmartlogistics@carnival.com)
- CSMART LNG Team – [CSMARTLNG@carnival.com](mailto:CSMARTLNG@carnival.com)

## Do I need to obtain a Covid test before attending?

The current guidance does not require you to test, however it is recommended that you should. Please note that should you wish to take a Covid test, this will be at your own expense.

## My question has not been covered in this booklet.

Please visit the [Fleet FAQs](#) page on the Insider.

Alternatively please contact the Fleet Training Team via [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com)

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# General Information

## CSMART Health Care Advisory

The Instructors, the staff at the Training Center and the personnel at the CSMART Hotel are all looking forward to your arrival and will provide a valuable professional experience while catering an enjoyable stay at the campus.

Please see below some important information you will be required to adhere to during your stay:

- Read carefully the CSMART Health Advisory (next page) to comply with the requirements
- You must be fully vaccinated and boosted and carry with you a proof of vaccination
- If you have tested positive for Covid-19 you may travel to CSMART from day 6 if asymptomatic and have a negative Antigen test taken one day before arrival
- If you have been in close contact with someone who has tested positive for Covid-19 within the last 5 days, please contact the CSMART Wellness Team (+31 6 11 290 022) for further information.

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# General Information



The Netherlands, February 24, 2023

## CSMART HEALTH ADVISORY

Dear Participant,

The Arison Maritime Center is committed to providing a healthy and safe working environment, and the health and safety of our participants and staff is our highest priority. Our illness prevention and control measures have been developed to comply with international standards, including the Dutch regulations, US CDC and ECDC guidance. Our Training Center meets or exceeds these standards. Please be aware that no individual should travel to or attend the CSMART Training Facility or CSMART Hotel if in the last 5 days prior to arrival:

- They tested positive for COVID-19 (they may travel to CSMART from day 6 if asymptomatic and have a negative Antigen test 1 day before arrival)

To stay healthy and to prevent getting and spreading illnesses during your course, please follow these precautions:

- Avoid touching your eyes, nose, and mouth
- Wash your hands regularly with soap and water particularly before and after eating, and after using the restroom. Use hand sanitizers where handwashing facilities are not available
- Cover your nose and mouth with a tissue when you cough or sneeze. If no tissues are immediately available, sneeze or cough into the top of your arm not into your hands
- Perform an antigen self-test if you develop symptoms during your stay or when instructed so
- Please wear a FFP2 mask and do daily Antigen self-testing, if you experience any illness symptoms such as fever, cough, shortness of breath, difficulty in breathing, new loss of taste or smell. This includes any of the following symptoms without a documented alternative diagnosis: runny nose, vomiting, diarrhea, extreme tiredness, muscle pain, chills, sore throat, or headache
- In case of a positive test result isolate yourself and inform the reception
- Spouses may stay at CSMART, but are required to follow the same guidelines as participants

Please be aware that Health Protocols may be escalated to Level 2. COVID-19 vaccines are not 100% protective against infections so even if you are fully vaccinated, please monitor your health. If you experience any COVID-like illness symptoms while at CSMART, it is important that you notify your instructor or CSMART/Hotel Reception.

Thank you for your cooperation. Success in preventing the spread of infectious illnesses depends on you and your fellow participants. If you have any questions regarding this advisory, please contact your instructor or a member of the Wellness Center Staff.

Grant Tarling, MD, MPH  
Chief Health Officer

Bill Truelove C.M.M., C.D., AFNI  
CSMART Managing Director

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**Please check the CSMART LMS for official start and end times for the course date you are enrolled on.**

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS contact Fleet Training.**

## Carnival HESS Investigations

The purpose of the course is to provide Carnival's HESS investigators (shipboard and shoreside) with a background as to why Carnival Corporation investigates incidents/near misses and then provides the tools for the investigators to use.

The course content includes:

- Why we investigate
- Organizational culture
- Human factors
- Evidence collection & management
- Interviewing
- Creating a timeline
- Causal analysis (5 Whys and Human Technology Organization methodologies)
- Report writing/SeaEvent

The course will progress using several delivery methodologies, instructor-led, various media, self-learning and case studies based on actual events.

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).**

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# Bridge Resource Management

Please check the CSMART LMS for official start and end times for the course date you are enrolled on.

## **Introduction:**

This is a training course which combines online self-study and onsite simulations at CSMART.

## **Online Self-Study:**

This section is preparatory for onsite simulations and includes:

- Presentations and e-learning material which provides an introductory overview of BRM, Emergency Response, and COLREGs
- A knowledge test for each subject area
- Reference documents

Please note: the knowledge tests will not be awarded a pass or fail grade. The purpose of these tests is to inform the instructor on how to best help you throughout the five days of onsite simulations.

**The online self-study activities should be completed by the Thursday of the week prior to your attendance at CSMART.**

Upon accessing the Online Self-Study section, you will be asked to formally acknowledge your commitment to complete the self-study within the deadline set. Your acknowledgement will also allow us to verify you have been able to access the CSMART LMS.

## **Onsite Simulations:**

At CSMART you will undergo 5 days of bridge operation simulations. These exercises aim to reinforce principles and practice of BRM within the watchkeeping context. You will experience both conventional and pod propulsion ship models in different geographical areas.

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).**

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# Continuous Development – Electrical

**Please check the CSMART LMS for official start and end times for the course date you are enrolled on.**

## **Introduction:**

This is the new version of the former Continues Development Electrical which combines online self-study and onsite training and simulations at CSMART.

## **Online Self-Study:**

The online self-study section is preparatory for onsite simulations, classroom and workshop activities and appraisals, that includes:

- Simulator Pre-Familiarization Demo
- Pre-reading studies
- Rules/Standards/Corporate Procedures
- Extra material with Electrical Definition, Personal Protective Equipment and Electrical equipment details, you will find available in electrical workshops.

At the end of your self-study, it is important to do the appraised knowledge test that will help you to measure your preparation.

The completion of the online self-study section can take up to 8 hours and it is designed for you to improve your performance, in turn leading to successfully completing the appraisal process and being issued a certificate.

## **Onsite Simulations:**

The onsite activities at CSMART include 5 full days divided between classroom training, simulator training and appraisal, electrical workshop training, practical appraisal and final LMS appraisal.

Please refer to TRG-1001 for specific references on underperforming and overperforming results.

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).**

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# Continuous Development – Engine

**Please check the CSMART LMS for official start and end times for the course date you are enrolled on.**

## **Introduction:**

This is the new version of the former Continues Development Engineering which combines online self-study and onsite simulations at CSMART.

## **Online Self-Study:**

The online self-study section is preparatory for onsite simulations appraisal and includes:

- Simulator Pre-Familiarization
- ERM Refresh
- Emergency Response Refresh

Each of these include an appraised knowledge test, that will help you to measure your preparation.

The completion of the online self-study section can take up to 8 hours and it is designed for you to improve your performance, in turn leading to successfully completing the appraisal process and be issued a certificate.

The onsite activities at CSMART include 5 full days divided between classroom training and simulator training and appraisal.

## **Onsite pre-requisites:**

- Android/IOS App – ‘Telegram’ – it is suggested you download this and register prior to the course start date.
- It is recommended you bring your own laptop

Please refer to TRG-1001 for specific references on underperforming and overperforming results.

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).**

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# Continuous Development – Nautical

Please check the CSMART LMS for official start and end times for the course date you are enrolled on.

## **Introduction:**

This is the new version of the former Continues Development Nautical which combines online self-study, onsite training/refresh sessions and simulation-based appraisals.

## **Online Self-Study:**

The online self-study section is preparatory for onsite simulations training and appraisal:

- A preparatory session on COLREG (appraised during the onsite activities)
- A refresh session on effective communication SMCP
- A refresh session on Track Pilot and INS (appraised during the onsite activities)
- A refresh on ECDIS functionalities (appraised during the onsite activities)
- **As extra material:** a refresh on INS Sensors Failures (NOT appraised during the onsite activities)

Each of these include a knowledge test, that will help you to self-evaluate your preparation

The completion of the online self-study section can take up to 8 hours and it is designed for you to set you up for success during the onsite activities.

## **Onsite pre-requisites:**

- The onsite activities at CSMART include 5 full days divided between:
- Refresh sessions on Colregs, BRM, RADAR/ARPA, AIS, TrackPilot and Voyage Planning
- Training in preparation of the Proficiency Check (PC) on Standards Operating Procedures (SOPs)/Colregs based scenarios in the Full Mission Bridges (FMBs)
- Training in preparation of the PCon Emergency Operating Procedures (EOPs) based scenarios in the Full Mission Bridges (FMBs)
- PC on Colregs/BRM/INS/SOP with external checkers
- PC on Emergency Operating Procedures (EOPs) – touch drill type of scenarios - with external checkers.
- Feedback sessions with the checkers at the end of the program.

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).**

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# Diesel Electric Propulsion (DEP) 1

Please check the CSMART LMS for official start and end times for the course date you are enrolled on.

## **Introduction:**

This course is designed to address the needs of existing and new technical staff employed on Carnival fleet ships who have limited knowledge of the ships Diesel Electric Propulsion plant/systems, Integrated automation systems and operational practices.

For new staff the course will provide the basic understanding required for safe integration of staff into cruise ship operations.

## **Course includes:**

- Cruise systems overview (Main, Auxiliary machinery)
- Electrical generation, distribution, and safety
- Electric propulsion plant theory and practice
- Automation systems
- Operational practices (Safety, environmental, maintenance)

Please see TRG-1001 - Deck and Technical Professional Training and Proficiency Assessment for details of the ranks for attendance of this course. All other ranks are as required (AR) when training needs are identified etc.

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).**

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# Environmental Excellence

**Please check the CSMART LMS for official start and end times for the course date you are enrolled on.**

## **Introduction:**

This is the Sixth Environmental Officer Course at CSMART. As the formula in 2022 proved to be a success, we will continue in the same manner for the 2023 version.

The pre-course tasks will form an integral part of the course itself and will count for 10% of the final score.

Two weeks before the 'face-to-face' part of the course, CSMART will send you a package and ask you to complete several tasks. This module is the actual start of the course, and the tasks must be completed and sent to the CSMART Environmental Instructors before the course commences.

Like last year, the topics being addressed in this course are taken from a selection of items provided by you as Environmental Officers, as well as those provided by Captains and Chief Engineers, in surveys sent out in 2022. We have also listened to your feedback and we included a separate module to share feedback on the tasks in the course itself.

The focus of EnvEx 2023 will be on the 'Why' and the 'How' of things. We will focus on non-technical skills, and on some hot topics from the survey. We continue to use the Challenge-Based Learning style, providing case studies where we will ask you to discuss amongst your team to reach an agreed answer, solution, or proposed action in response to the case.

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).**

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# Engine Room Management (ERM)

**Please check the CSMART LMS for official start and end times for the course date you are enrolled on.**

## **Introduction:**

This is a newly developed training course designed for all engineering and Electro Technical Officer officers joining Carnival Corporation fleet.

The program consists of two separate but interconnected courses:

## **ERM-EP Part 1 (Online):**

Consists of 5 days online training including self-study, instructor led, and online group activities hosted on Microsoft Teams platform.

The aim of part 1 is to equip you with the foundation knowledge of a modern electrically propelled cruise ship and the way these vessels are operated throughout Carnival Corporation.

ERM-EP Part 1 concludes with an online multiple-choice appraisal granting an electronic certificate and eligibility to ERM-EP Part 2 enrolment.

## **ERM-EP Part 2 (Onsite):**

Consists of 5 days onsite (at CSMART Training Center) filled with practical activities performed in our state-of-the-art simulators and workshops, backed up with self-reflections, instructor led simulation sessions and video debriefings.

The aim of part 2 is to review and consolidate the knowledge acquired during part 1 attendance while practicing the associated skills.

The pre-requisite to attend ERM-EP Part 2 is the successful completion of ERM-EP Part 1.

Part 2 concludes with practical simulator-based appraisals granting the ERM-EP Part 2 certificate.

Please note: CSMART and Operating Lines are in constant and close collaboration to schedule participants enrolment in Part 1 and Part 2 in a sustainable and efficient manner, however, are not able to guarantee a standard period between ERM-EP Part 1 and ERM-EP Part 2 attendance due to ships' operational constraints.

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).**

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# Foundations Nautical

**Please check the CSMART LMS for official start and end times for the course date you are enrolled on.**

## **Introduction:**

Welcome to Foundations Nautical. This is a newly developed training course which combines online self-study and onsite simulations at CSMART.

## **Online Self-Study:**

This section is preparatory for onsite simulations and includes:

- Presentations and e-learning material which provides an introductory overview of key nautical subjects spanning across 5 areas: BRM, INS, COLREGs, Emergency Response and Ship handling
- A knowledge test for each subject area
- Reference documents

Please note: the knowledge tests will not be awarded a pass or fail grade. The purpose of these tests is to inform the instructor on how to best help you throughout the five days of onsite simulations.

The online self-study activities should be completed by the Thursday of the week prior to your attendance at CSMART. Upon accessing the Online Self-Study section, you will be asked to formally acknowledge your commitment to complete the self-study within the deadline set. Your acknowledgement will also allow us to verify you have been able to access the CSMART LMS.

## **Onsite Simulations:**

At CSMART you will undergo 5 days of Full Mission Bridge simulations. These exercises aim to reinforce principles and practice of watchkeeping and ship handling.

Simulator scenarios will be based on evidence from lessons learned, simulation studies and operational information.

You will manoeuvre both conventional and pod propulsion ship models in several geographical areas and ports..

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).**

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# Foundations Technical

Please check the CSMART LMS for official start and end times for the course date you are enrolled on.

## **Introduction:**

This is a newly developed training course which combines online self-study and onsite simulations at CSMART.

## **Online Self-Study:**

The online self-study section is preparatory for onsite simulations and includes:

- Presentations and e-learning material which provides an introductory overview of key subjects relevant to the onsite simulations.
- A knowledge test for each subject.
- Reference documents.

Please note: the knowledge tests will not be awarded a pass or fail grade. The purpose of these tests is to inform the instructor on how to best help you throughout the five days of onsite simulations.

The online self-study should be completed by the Thursday of the week prior to your attendance at CSMART.

Upon accessing the online self-study section, you will be asked to formally acknowledge your commitment to complete the self-study within the deadline set.

## **Onsite Simulations:**

The onsite activities at CSMART include 5 full days of simulations. Simulator scenarios will be based on evidence from lessons learned, simulation studies and operational information.

Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).

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# High Voltage Management Level

**Please check the CSMART LMS for official start and end times for the course date you are enrolled on.**

## **Introduction:**

The UK Government's Support for Maritime Training (SMarT) scheme has been running since April 1998 and supports courses approved by the Maritime and Coastguard Agency (MCA) and the Merchant Navy Training Board (MNTB) for the training of officers, officer cadets and ratings. The Government's principal objective in supporting merchant navy training is to facilitate an adequate supply of UK maritime expertise to meet the nation's economic and strategic requirements.

Carnival UK can make a claim for SMART funding for UK Officers undertaking HELM or High Voltage (HV) courses during a financial year. As part of this program Carnival UK may make a submission for funding based on a course you attended in the financial year. MaTSU, acting on behalf of the MCA action this claim (including any processing necessary to establish the authenticity and validity of the certificate (HELM or HV) and the eligibility for funding. Furthermore, anonymised data may be passed on to form government statistics

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# IAG Investigations course

**Please check the CSMART LMS for official start and end times for the course date you are enrolled on.**

This is an ad-hoc course requested as and when needed by Officers/ Groups. Information on the above course and enrolment will be provided to you by Carnival UK.

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).**

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# Leadership

Please check the CSMART LMS for official start and end times for the course date you are enrolled on.

## Introduction:

We request that you pack a pair of outdoor shoes and a weatherproof jacket as some exercises will potentially take place outdoors.

You will be issued with a laptop that will be used during your course at CSMART.

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### CSMART 5-DAY ONE PAGE OVERVIEW. DNV.2022

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
0800	Safety Briefing Quick Intro	0800	Simulation: COLOUR BLIND	0800	Icebreaker: EXERCISE Listening skills	0800	Icebreaker: EXERCISE TEAMSILLS Framework (TSF)	0800	Simulation: NUMBER PUNCH
0810	Simulation: CHESS	0900	BREAK	0815	Coaching	0810	VIDEO: Human Element – Master	0845	Assertive Environments
0900	BREAK	0910	TEAMSILLS Framework (TSF)		VIDEO: Nadia & Carlos Coaching Trios	0840	Emotional Intelligence	0910	BREAK
0915	Leadership Programme Overview Participant Intro		VIDEO: Human Element – Chief Officer	1115	BREAK	0920	Transactional Analysis	0920	TEAMSILLS Framework (TSF)
0930	Healthy Hierarchies	0950	BREAK	1130	Simulation: CRACK THE CODE	0950	BREAK		VIDEO: Human Element – Operator
	VIDEO: David Marquet	1000	Facilitation		Leader Feedback	1000	Leader Brief	0950	Wrap Up
1035	BREAK	1115	BREAK			1015	Simulation: ANTARCTIC CHALLENGE	1000	Simulation: HOUSTON
1050	TEAMSILLS Framework (TSF)	1130	SA Part 1 Individual SA					1130	BREAK
	VIDEO: Human Element – Facts & Ordinary Seaman							1145	Course Assessment Course Evaluation Hotel Survey Manifesto
1200	LUNCH	1215	LUNCH	1215	LUNCH		Manage Your Own Lunch		Manage Your Own Lunch
1300	Path to Performance	1315	Icebreaker: EXERCISE	1315	TEAMSILLS Framework (TSF)	1340	Simulation: RAISE THE FLAG	1330	Meet in the classroom with all above complete.
1320	Simulation: TREBUCHET	1330	SA Part 2 Team SA		VIDEO: Human Element – 2nd Officer	1500	Simulation: ANTARCTIC Presentation		
1445	BREAK	1400	Simulation: SA CASE STUDY	1345	BREAK		Leader Feedback		
1500	Feedback Leader Feedback	1500	BREAK	1400	Decision making: The four types of decision-making.				
		1515	Group presentation of SA Case Studies Leader Feedback	1445	Simulation: PLANKS Leader Feedback				
1600	END OF DAY	1600	END OF DAY	1600	END OF DAY	1600	END OF DAY	1400	END OF DAY
		Give coaching assignment				Check LMS access for assessment			

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# LNG XL Management (Level 1)

**Please check the CSMART LMS for official start and end times for the course date you are enrolled on. Please refer to the CSMART LMS for the in-depth timetable for this course.**

## **Introduction:**

The LNG XL-ML1 course is a Ship Type Specific course based on the Carnival XL Class ships designed as per IGF code for full LNG operation with dual fuel engines and boilers.

The course is designed for any officer or staff involved in the management and operation of the ships LNG related systems and/or working within LNG influenced areas onboard. The course builds on the generic training requirements provided by the STCW IGF training course section. The knowledge gained is applied to the LNG systems of the Carnival XL Class vessel to develop competencies as laid out in the Corporate and SGMF LNG Competency Frame Works.

The course guides the you along the various components of the XL Class LNG system: through the various LNG influenced areas and introduces the LNG procedures, regulations, and guidelines and emergency situations. Competences are built to enable the you to understand what is normal and what is abnormal behaviour of LNG within the system components and in the various atmospheres during routine and non-routine operations by practicing the interpretations of parameters. The focus is to achieve the best care for the guests, the crew, the vessel's systems, and the environment in full compliance with regulations and procedures while using LNG as fuel.

The course consists of simulator-guided tutorials, simulator-guided table-top exercises and case studies of actual operations. The tutorials together with the course material support the theoretical knowledge required for IGF training. The table-top exercises and the simulator-guided case studies assist in developing the required competencies. STCW approved simulated bunker exercises and CSMART LNG bunker-station exercises are creating experience in LNG bunkering while working within the XL Class vessels bunker team. The course ends with an LMS appraisal and simulator exercise to compare the knowledge, skills and behaviour obtained during the course with the STCW IGF training requirements and Competency Frameworks.

The course is STCW approved by MCA (UK flag, Advanced IGF) and IL&T (Dutch Flag, Basic and Advanced IGF).

**Note: For the course it is highly recommended to bring a laptop to facilitate the exercises and case-studies for the extensive use of HESS and LMS.**

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# NACOS Operator

**Please check the CSMART LMS for official start and end times for the course date you are enrolled on.**

Please refer to the CSMART LMS for the in-depth timetable for this course.

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).**

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# Port Familiarisation Training

**Please check the CSMART LMS for official start and end times for the course date you are enrolled on.**

Please refer to the CSMART LMS for the in-depth timetable for this course.

This is an ad-hoc course requested as and when needed by Officers/ Groups. Information on the above course and enrolment will be provided to you by Carnival UK.

For any queries outside of this document, please email [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com)

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).**

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# Ship Handling 1

**Please check the CSMART LMS for official start and end times for the course date you are enrolled on.**

## **Introduction:**

This course is aimed at improving safety and efficiency in ship handling, by providing you with knowledge and hands on skill training..

## **Online Self-Study:**

Pre-reading course material is posted in LMS, and it is expected that participants will read these documents prior to joining the course.

## **Onsite Simulations:**

You will be informed on the structure of the course on the first day, which follows the lesson plan on the CSMART LMS.

The course is divided in theory and practical simulator exercises with the main focus on practical skill training.

The appraisal process consists of a classroom check on the pre-reading material, daily recaps, the performance on the simulator exercises, and finally a written Multiple-Choice appraisal at the end of the week.

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).**

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# Ship Handling POD

**Please check the CSMART LMS for official start and end times for the course date you are enrolled on.**

## **Introduction:**

This course is aimed at improving safety and efficiency in Pod handling, by providing you with knowledge and hands on skills training about methods for the safe operation of podded ships in calm to moderate operational conditions.

## **Online Self-Study:**

You will be exposed to typical and unique situations for which you will be required to conduct risk assessments and develop a strategy for the arrival and departure operations. You are trained in making best use of available recourses and are expected to follow corporate Bridge Resource Management procedures.

The ship's models used for the courses are company specific and/or resemble the ship specifications.

If successful you will be able to:

- Understand the basic use of pods in manoeuvre mode.
- Explain and calculate the resulting vectored thrust of the pods.
- Optimize use pods in a variety of conditions.
- Demonstrate berthing and un-berthing ships under various conditions of wind and current.
- Understand where the Pivot point is located.
- Demonstrate effective communication skills related to ship-handling, including thinking aloud and closed loop.
- Demonstrate applicable BRM procedures in transferring controls from one console to another.

## **Online Self-Study:**

To prepare for the course please read the ABB operating guidelines and go through the Basic Manoeuvres of the pods, found on the CSMART LMS. To be able to successfully complete the course, it is expected that you have gone through this material before the course begins.

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### **Evaluation and appraisal of trainees:**

You will be informed at the beginning of the course regarding the appraisal procedures. The first two days of the course you undergo a formative appraisal, based on the learning objectives of the classroom sessions.

At the end of the course, a final appraisal in the simulator takes place in which you will demonstrate proficiency/knowledge/understanding in the use of the various pod techniques discussed throughout the course. In addition, a multiple-choice questionnaire is carried out where 80% correct answers are required. Both the formative and the final appraisal will determine if you have successfully completed the course. You will receive individual feedback by the instructor at the end of the course.

The appraisal procedure is documented, and records maintained. Certificates will only be issued if you successfully complete the course. If you fail to complete the course you will be identified as: 'FTR' (Further Training Required). In such cases an individual report is compiled by the instructor, the report will be discussed personally with you and sent to the Fleet Training. You can appeal against the decision made by the instructor.

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).**

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# Stability

**Please check the CSMART LMS for official start and end times for the course date you are enrolled on.**

## **Introduction:**

The aim of the course is to give you a deeper theoretical knowledge of intact stability, damage stability, stress, dynamical stability, and knowledge of all facilities in Onboard-NAPA and proficiency in how to use them.

The course is tailor-made to suit the cruising industry and totally focused on the vessels in the Carnival Group Corporation.

On successful completion of this course you will be able to demonstrate the competence of understanding:

- Intact stability character.
- Damage stability character.
- Dynamical stability character.
- Stress parameters, bending moment and shear forces.
- Grounding, combined damage and grounding scenarios.
- Counteracting procedures to increase survivability.
- Rules and legislation.
- Damage control plan (DCP), damage information and procedures (DIP) and floodable length curves.

## **Online Self-Study:**

To prepare you for the course please find the pre reading and the pre study questionnaire on the CSMART LMS. The pre study questionnaire must be handed to the instructor the first day of the course. To be able to successfully complete the course it is expected that you have gone through this material before the course begins.

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### **Evaluation and appraisal:**

Certificates will only be issued to you if you demonstrate the required level of proficiency. The appraisal criteria have been established for the course which will be followed by the instructor and records maintained.

A checklist will be used to make sure you have reached the criteria of the course. These checklists will be archived as a record for each participant. A written test (multiple choice) will also be completed.

On successful completion of the course a document will be issued certifying that you have successfully completed the Ship Stability Course.

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).**

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# Voyage Planning Principle and Practice

Please check the CSMART LMS for official start and end times for the course date you are enrolled on.

## **Introduction:**

The course is primarily designed for Deck Officers (able to take charge of a navigational watch according to corporate standards) and above.

## **Online Self-Study:**

The online self-study section is preparatory for onsite simulations which includes:

- Presentations and e-learning material which provide an introductory overview of key subjects relevant to the course
- A Knowledge Test for each subject
- Reference documents

**Please note:** The Knowledge tests will not be awarded as a pass or fail grade. The purpose of these tests is to inform the instructor on how to help you the best throughout the 5 days of online/onsite course.

**The online self-study should be completed by Thursday of the week prior to your course attendance.**

Upon accessing the online self-study section, you will be asked to formally acknowledge your commitment to complete the self-study within the deadline set. You will find the acknowledge box on the LMS to tick on.

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).**

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# Wärtsilä Dynamic Positioning

**Please check the CSMART LMS for official start and end times for the course date you are enrolled on.**

## **Introduction:**

This is a newly developed training course which combines online self-study and onsite simulations at CSMART.

## **Online Self-Study:**

Upon accessing the Online Self-Study section, you will be asked to formally acknowledge your commitment to complete the self-study within the deadline set. Your acknowledgement will also allow us to verify you have been able to access the CSMART LMS.

To prepare you for the onsite course, please study the basic Principles of Dynamic Positioning System and refresh your knowledge about the principles of BRM available on the LMS under the Wartsila Dynamic Positioning Familiarization course – Online Self-Study.

Understanding of DP principles is the foundation to familiarizing with Wartsila Dynamic Positioning equipment. In addition, the BRM material provide and refresh fundamental knowledge of Principle, Communication and Teamwork to be used in operation with Dynamic Position.

The use of the above-mentioned practices will be an integral part of the simulator-based exercises at CSMART.

Please complete the "self-study Knowledge Checks" from the LMS Menu as part of your preparation for the practical part onsite. This will assist you in identifying your training needs. The knowledge tests will not be awarded a pass or fail grade, they are to inform the instructor on how to best help you throughout the course.

The online self-study activities should be completed by the Thursday of the week prior to your attendance at CSMART.

From LMS menu, the "Extra Material" folder contains a Compendium of Key documents, reference and Course notes which provide an introductory overview of DP system, the "History and background of DP technology" material and "Classification of DP vessel and CoC for DP operator".

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From LMS menu, the "Extra Material" folder contains a Compendium of Key documents, reference and Course notes which provide an introductory overview of DP system, the "History and background of DP technology" material and "Classification of DP vessel and CoC for DP operator".

**Please check the LMS for the pre-reading material. This is mandatory and must be completed before travelling to CSMART to commence onsite training. If you have issues accessing the LMS please contact the Fleet Training Team via e-mail [FleetTraining@carnivalssi.com](mailto:FleetTraining@carnivalssi.com).**

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