

Sea

TRAINING



INSTITUT MARITIME  
DU QUÉBEC  
École nationale

## FOUNDED IN RIMOUSKI IN 1944, THE INSTITUT MARITIME DU QUÉBEC (IMQ) IS CANADA'S ONLY FRENCH-LANGUAGE MARINE-SECTOR EDUCATIONAL ESTABLISHMENT.

As one of Québec's five Écoles Nationales, IMQ offers top-calibre, college-level technical programs in Naval Architecture, Navigation, Marine Engineering and Transport Logistics as well as an Attestation of College Studies in Professional Diving.

Several other training courses are also offered by the Continuing Education Department, such as the diploma in vocational studies in seamanship, training in emergency and safety measures, as well as a multitude of further training courses.

### INTERNATIONALLY RENOWNED

IMQ has a reputation for excellence the world over for the quality of the education it offers, its far-reaching marine-sector expertise, and the recognized skills of its graduates, many of whom currently hold key positions in the North American and European marine industries.



### CONTACT INFORMATION

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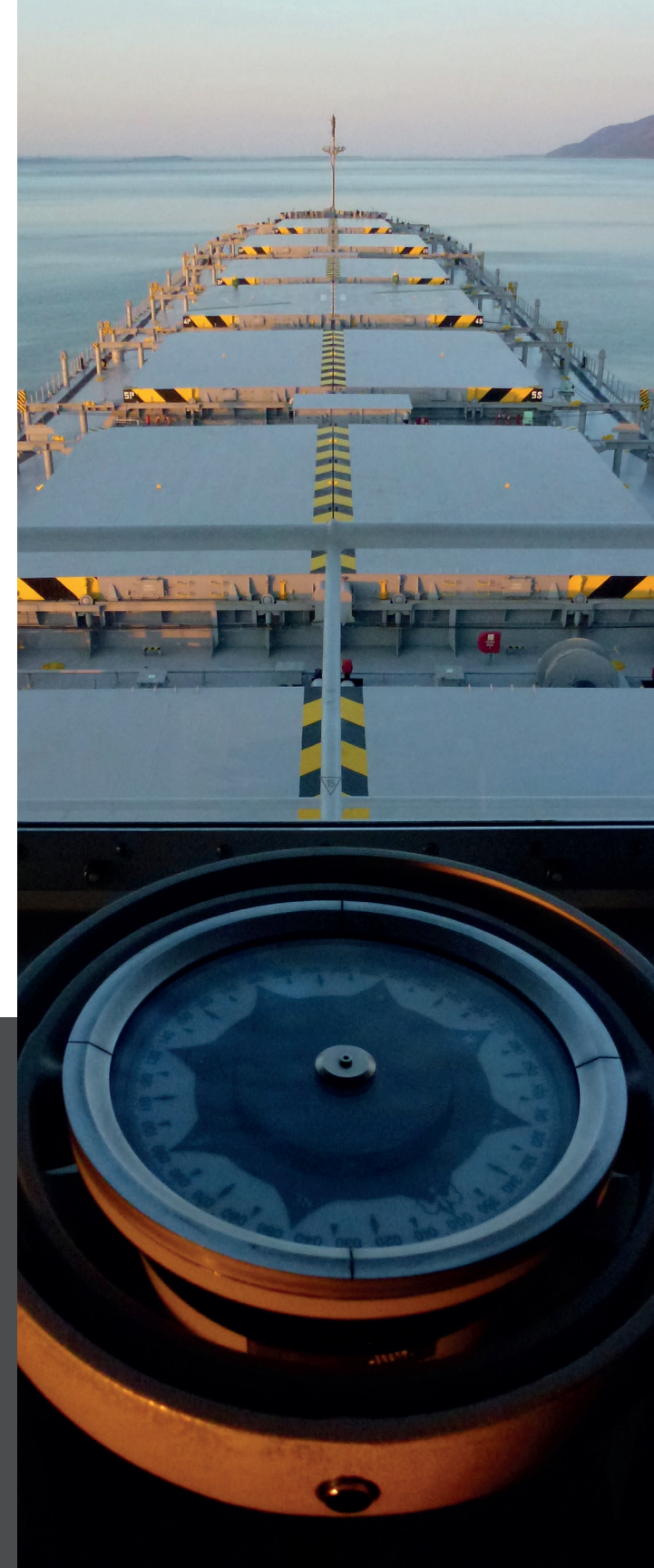
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### INTRODUCTION

The Institut Maritime du Québec relies on the cooperation of many Canadian and foreign shipping companies for training at sea. By welcoming cadet officers on board, these companies participate in the training of the next generation of seafarers at the very heart of their company.

Internships at sea are an integral part of the maritime training programmes and complement the knowledge acquired on state-of-the-art equipment in theoretical courses. Spread over 3 periods during the students' academic curriculum, this sea time is mandatory and meets STCW international standards.

- Navigation: 12 months of Sea Service
- Marine of Engineering : 10 months of Sea Service

Combined with the successful completion of Transport Canada examinations, these internships allow students to obtain their first certificate:

- Watchkeeping Mate
- Officer in Charge of an Engineering Watch

In this brochure, you can find out more about our marine programmes and about welcoming cadet officers on board your ships. Become partners in their success and continue this longstanding tradition of sharing knowledge and experience!

Marie-Stéphanie St-Laurent  
Sea Training Coordinator



HANDS-ON

# Training

The Apprentice Officers' first sea training gives them an opportunity to be full-fledged crew members and to validate their career choice.

Without our industry partners, our students would not be able to acquire the experience at sea required by the Regulations.



## Affiliation Agreement (contract)

When a company agrees to take IMQ Apprentice Officers on board, it becomes a training partner and an Affiliation Agreement, stipulating the conditions agreed to, is signed by both parties.

This agreement contains the roles and responsibilities of the company, the officers on board its ships and IMQ. The contract is valid until one of the parties decides to terminate it.

## PARTNERS IN SUCCESS

IMQ counts on the collaboration of many Canadian and international shipping companies for its students' sea training.

By taking Apprentice Officers on board their ships, these companies:

- help offer specific training to the new generation of mariners within their company;
- begin a staffing process by training new candidates in their company's procedures and policies;
- maintain a long tradition of passing on marine-related knowledge;
- enable students to apply the knowledge and skills they have acquired in the classroom.

## IMQ'S OBLIGATIONS TO THE PARTNER COMPANY

- Plan sea training in conjunction with the company, specifically: number of berths on board available, signing on/signing off terms and conditions, and Apprentice Officer replacement;
- Before boarding, send an e-copy of documents required by the Apprentice Officer under the Regulations and company policy;
- Give participating marine-sector companies a description of the learning activities' specific goals and the sea training evaluation procedure;;
- Provide any technical assistance required by company staff responsible for supervising Apprentice Officers' sea training;
- Pay the company \$20 CAN/day per Apprentice Officer to cover administrative costs, expenses related to supervision, practical activities, use of equipment for training purposes, services to Apprentice Officers and signing on costs;
- If necessary, help pay for return airfare.

IF YOU WOULD LIKE TO WELCOME APPRENTICE OFFICERS ON BOARD

contact us!

## PARTNER COMPANY'S OBLIGATIONS TO IMQ AND ITS APPRENTICE OFFICERS

- As soon as possible, ideally 6 to 8 weeks before the planned sea training, confirm the approximate signing on dates and number of berths on board available to IMQ:
  - Number of berths on board for Marine Engineering students;
  - Number of berths on board for Navigation students.
- Supervise Apprentice Officers' learning in keeping with contract provisions;
- Follow the training record book's instructions concerning Apprentice Officers' work as well as those of any other special agreement, if applicable;
- When Apprentice Officers sign on, inform them of the ship's rules (basic and operating);
- Allow Apprentice Officers to use available equipment on board and to participate in different ship maintenance and operations-related tasks;
- Contact the IMQ Sea Training Coordinator to prevent problems during sea training and before suspending an Apprentice Officer;
- Provide Apprentice Officers at sea with food and board during sea training.

Should there be a problem with the Apprentice Officer, it is important that the sea training coordinator be advised as soon as possible. Contact the sea training coordinator here!



## WORK-RELATED ACCIDENTS – CNESST

Students in the IMQ Navigation and Marine Engineering programs who have qualified for sea training are covered by the Québec government's industrial health and safety board (Commission des normes, de l'équité, de la santé et de la sécurité au travail – CNESST).

This coverage applies under the following conditions:

- the student has a permanent residence in Québec;
- the student was placed in the company by the IMQ Sea Training Coordinator, who approved the sea training;
- the student's signing on has been confirmed and entered in the College's information system;
- the student is on board as an Apprentice Officer and does not receive wages for the duties performed (monthly allowances and scholarships are not considered wages).

Among other things, this coverage includes:

- repatriation, even if the ship is abroad. The company must pay for transportation from the ship to the nearest hospital. The CNESST pays the remaining travel costs;
- any cost related to an accident that occurs during travel related to signing on;
- any cost related to an accident that occurs on board during normal sea training/shipboard activities.

Any accident that occurs on board and results in physical injury to an IMQ Apprentice Officer must be reported to the Sea Training Coordinator at 418-750 7026. The latter must draft an accident report for the compensation procedure to begin.

### IMPORTANT

Please note that when the Apprentice Officer is paid at an hourly rate by the company (for example, when he does overtime), he is no longer covered by the CNESST with the Collège de Rimouski, but rather by the company.

## COLLEGE'S LIABILITY INSURANCE

The general liability insurance set up for CEGEP programs covers insured students for all activities organized by the CEGEP on-site or off-site (in Quebec and all over the world), including sea training.

This insurance applies in cases of negligence or fault on the part of the insured—in this case, the Apprentice Officer—and coverage is limited to compensatory damages. Compensation is paid according to the percentage of liability.

General liability insurance is not accident insurance and does not apply if Apprentice Officers are injured during an activity through no proven fault or negligence of their own.

## PERSONAL INSURANCE - HEALTH/ACCIDENT

On company's request, Apprentice Officers on sea training must have personal health/accident insurance in case an accident occurs on land while the ship is docked and to cover any expenses related to hospitalization in case of illness. They must provide proof of this insurance for their sea training file.

While in Canadian waters, Apprentice Officers are protected by Québec's health insurance program - provincial insurance that covers all Québec residents. However, they are encouraged to have personal health insurance because not all costs are covered in full if the health care is provided in another province

### Reference :

Services covered during a temporary stay outside Québec, <http://www.ramq.gouv.qc.ca/fr/citoyens/sejours-hors-quebec/as-surance-maladie/Pages/services-couverts.aspx>



PREPARING TO  
GO TO *Sea*

## CONFIRMATION OF BERTHS ON BOARD BY PARTNER COMPANIES

Before leaving for sea training, in addition to their coursework, Apprentice Officers' personal preparation is supervised. Several meetings are held to prepare the students for this unique experience and to discuss subjects such as life at sea, isolation, hierarchy and the Apprentice Officer's role on board ship.

Throughout the session preceding sea training, Apprentice Officers are responsible for preparing their sea training file. This file contains a personal information sheet and a copy of all documents and valid certificates required to go to sea.

A few weeks before the scheduled departure, a sea training eligibility list is produced to determine which students will go to sea. To be on the list, students must have completed their sea training file and passed the courses required under an in-house regulation governing sea training (Politique régissant l'organisation et l'admissibilité aux stages en mer).

## SEA TRAINING ASSIGNMENT MEETING

Once the students have submitted the required documents and the sea training list has been confirmed, the Assistant Sea Training Coordinator meets each Apprentice Officer individually.

At this meeting, the students are guided in their sea training choices based on the berths available on board confirmed by the different companies, their interest with regard to voyage and cargo types, company-specific requests and student-specific constraints (allergies, limitations under the Transport Canada medical certificate).

The sea training confirmation documents and individual companies' hiring contracts are completed in these meetings. If need be, meetings are scheduled for screening tests or medical examinations required by certain companies.

The Assistant Sea Training Coordinator also gives the students the documents to be brought on board:

- The Supervising on Board letter, specifying the objectives of the sea training, the required supervision on board as well as the company's obligations towards IMQ and its Apprentice Officers ;
- The Apprentice Officer's mid-term and end of sea training evaluation forms.

Once the sea training has been confirmed, the Assistant Sea Training Coordinator sends an e-version of the sea training file to the person in charge of boarding with the company which contains the following:

- Sheet containing Apprentice Officer's general information;
- Seaman's book;
- Passport that is valid for the duration (+ 6 months) of the sea training;
- Valid medical certificate issued by a Transport Canada-certified physician;
- Up-to-date vaccination record and proof of vaccination, in keeping with marine-sector requirements;
- Proof of yellow fever vaccination;
- Certificate of Proficiency for Basic First Aid or Marine Advanced First Aid;
- Certificate of Proficiency for STCW Basic Safety;
- Certificate of Proficiency for Ship Personnel with Designated Security Duties;
- Negative criminal record.

If required by the company's in-house procedure, the file will also contain:

- Specific medical examinations required by the company;
- Screening test.



## SUPERVISION ON BOARD SHIP

As soon as the Apprentice Officers have boarded ship, a crew member must take charge of them and assign them to a supervising officer. Apprentice Officers must be informed of their supervisor's expectations regarding their tasks, responsibilities and attitude.

Throughout their sea training, Apprentice Officers must be supervised by an officer. They should be assigned to the supervising officer's watch, but this must not prevent them from participating in other tasks as well.

In addition to taking part in different daily duties on board ship, Apprentice Officers must complete a training record book to be submitted, for correction, when they return to class. This training record book should be verified frequently by the supervising officer who is also responsible for validating and signing the practical tasks to be performed by the Apprentice Officer.

## APPRENTICE OFFICER'S EVALUATION

Halfway through the sea training, the Apprentice Officer and his supervising officer must complete the mid-term evaluation. The goal of this meeting is to discuss the performance of the apprentice on board and identify the aspects of his job that he must improve for the rest of his training.

Before the Apprentice Officer signs off, he must meet with his supervising officer in order to complete and sign the final evaluation of the Apprentice Officer.

The original documents remain with the student and copies are emailed to [stage.training@imq.qc.ca](mailto:stage.training@imq.qc.ca).

**Should there be a problem with the Apprentice Officer, it is important that the sea training coordinator be advised as soon as possible.**

**Contact the sea training coordinator here!**





# Navigation

## NAVIGATION PROGRAM

SESSION/ YEAR	FALL (MI-AUGUST TO LATE DECEMBER)	WINTER (JANUARY TO END OF MAY)	SUMMER	DURING THE SCHOOL YEAR
1	Courses	Courses	SEA TRAINING 1	Marine Emergency Duties training
2	Courses	SEA TRAINING 2		Marine Emergency Duties training
3	Courses	Courses		Marine Emergency Duties training
4	SEA TRAINING 3	Courses		

Sea training dates are as follows:

**SEA TRAINING 1 (SUMMER):** late May to mid-August;

**SEA TRAINING 2 (WINTER):** late December to late May;

**SEA TRAINING 3 (FALL):** mid-August to late December.



## SEA TRAINING OBJECTIVES

Navigation students complete their first sea training after two sessions of theoretical studies. The first sea training lasts approximately two months and takes place from late May to mid-August.

In the first school year, students acquire knowledge related to the following subjects:

- Seamanship;
- Deck apparatus;
- Basic knowledge of marine-sector regulations and conventions;
- Basic knowledge of various publications and chartwork;
- Operation and use of radar, echosounder and loch;
- Marine safety;
- Basic knowledge of the various types of vessels and their cargo;
- Nautical rules and plotting techniques;
- Basic electricity;
- Shipbuilding (terminology and construction elements).

### OVERALL OBJECTIVE

The first sea training's main objective is to enable Apprentice Officers to confirm their career choice.

It is important that they have a chance to understand and participate in the different aspects of work at sea.

### SPECIFIC OBJECTIVES:

- Familiarize oneself with the occupation of deck officer and life on board;
- Familiarize oneself with ships;
- Put seamanship tasks into practice;
- Familiarize oneself with the Third Officer's safety-related tasks;
- Familiarize oneself with the wheelhouse, the different instruments, the different publications;
- Log steering time.

## SEA TRAINING OBJECTIVES

Navigation students do their second sea training after three sessions of theoretical studies. The second sea training lasts approximately five months and takes place from late December to late May.

In the third session, students acquire knowledge related to the following subjects:

- Collision Regulations;
- Oil tanker operations;
- Advanced chartwork;
- Operation and use of a VHF;
- Construction of the stem and stern of the ship;
- Ship stability.

### OVERALL OBJECTIVE

Further knowledge and acquire the confidence needed to accomplish the tasks related to one's future job, including, duties related to bridge watch (communications, logbook, ship positioning, preventing collisions) and voyage preparation.

This sea training should target the Second Officer's duties.

### SPECIFIC OBJECTIVES:

- Put bridge watch tasks and responsibilities into practice;
- Familiarize oneself with the Second Officer's voyage preparation and publication updating tasks;
- Further knowledge of the wheelhouse's different navigation-related instruments and use them;
- Log steering time.

## SEA TRAINING OBJECTIVES

Navigation students do their third sea training after five sessions of theoretical studies. The third sea training lasts approximately five months and takes place from mid-August to late December.

In the fourth and fifth sessions, students acquire knowledge related to the following subjects:

- Astronomy;
- Stability;
- Engine room systems and circuits;
- Navigation instruments
- Operations related to various cargo types;
- Meteorology;
- Communications/GMDSS;
- Legislation;
- Operations related to dry dock/preparing specifications;
- Manoeuvres;
- Oil tanker operations..

### OVERALL OBJECTIVE

Further knowledge of cargo operation-related tasks and responsibilities.

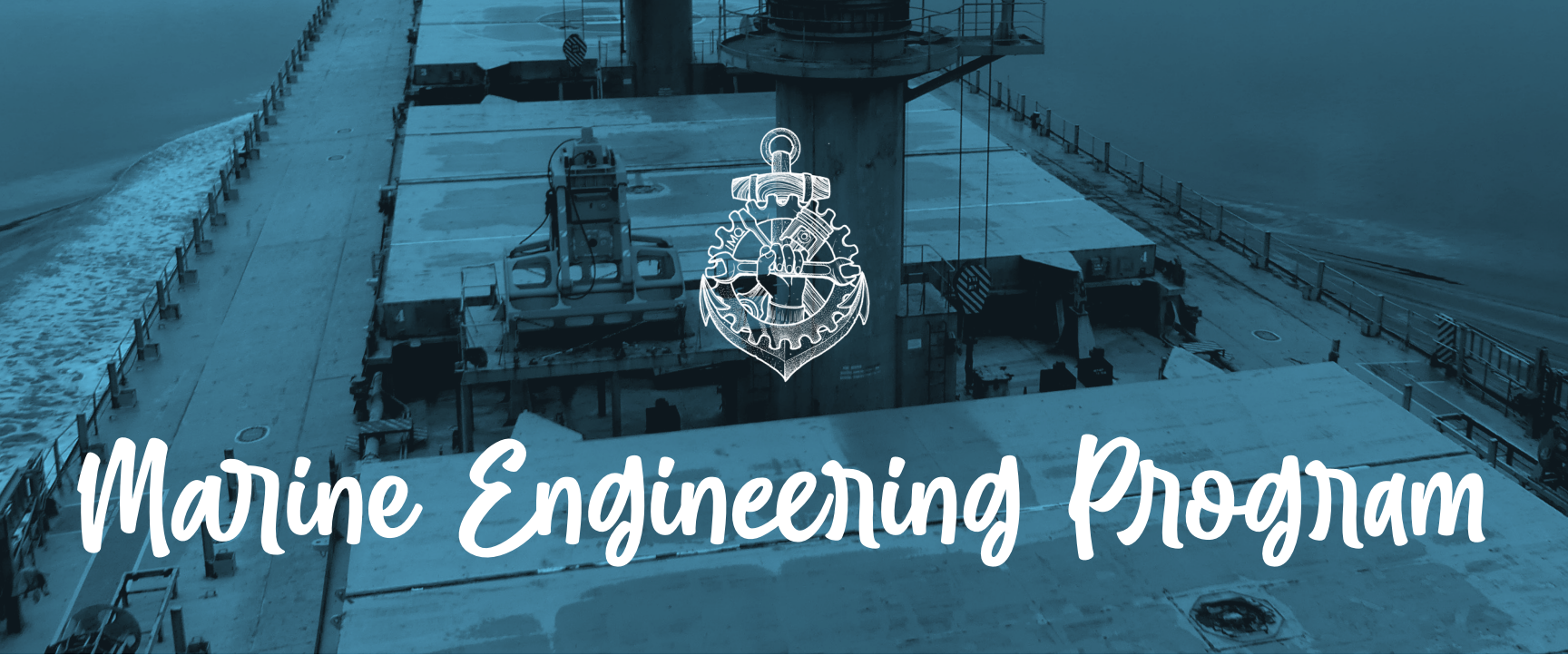
This sea training should target the First Officer's duties.

### SPECIFIC OBJECTIVES:

- Participate actively in bridge watch, under the Watchkeeping Officer's supervision;
- Acquire the confidence needed to carry out the duties of a junior officer in the future;
- Familiarize oneself with the First Officer's loading/unloading plan preparation tasks and preparing loading/unloading orders in keeping with the different applicable regulations;
- Log steering time..

**The Apprentice Officers you choose for the third sea training may also be the next certified officers you hire! Make sure they have a chance to put all the tasks linked to their future job into practice. You have a unique opportunity to prepare the workers of tomorrow!**





# Marine Engineering Program

## MARINE ENGINEERING PROGRAM

SESSION/ YEAR	FALL (MID-AUGUST TO LATE DECEMBER)	WINTER (JANUARY TO END OF MAY)	SUMMER	DURING THE SCHOOL YEAR
1	Courses	Courses	SEA TRAINING 1	Marine Emergency Duties training
2	Courses	SEA TRAINING 2		Marine Emergency Duties training
3	Courses	Courses		Marine Emergency Duties training
4	SEA TRAINING 3	Courses		

Sea training dates are as follows:

**SEA TRAINING 1 (SUMMER):** late May to mid-August;

**SEA TRAINING 2 (WINTER):** late December to late May;

**SEA TRAINING 3 (FALL):** mid-August to late December.



## SEA TRAINING OBJECTIVES

Marine Engineering students complete their first sea training after two sessions of theoretical studies. The first sea training lasts approximately two months and takes place from late May to mid-August.

In the first school year, students acquire knowledge related to the following subjects:

- Work organization on board ship;
- Introduction to the Regulations;
- Marine safety ;
- Operation of various pumps and valves;
- Various pumping systems;
- Operation of steering gear;
- Operation of auxiliary machinery;
- Diesel engine construction and operation;
- Electricity;
- Welding and milling;
- Manual work;
- Engine and auxiliary machine maintenance.

### OVERALL OBJECTIVE:

The first sea training's main objective is to enable Apprentice Officers to confirm their career choice.

It is important that they have a chance to understand and participate in the different aspects of work at sea.

### SPECIFIC OBJECTIVES:

- Familiarize oneself with the occupation of Marine Engineer and life on board;
- Situate safety and firefighting apparatus;
- Familiarize oneself with the engine room and its machinery;
- Participate in the different watches;
- Situate the elements composing the various pumping systems;
- Participate in different types of maintenance work.

## SEA TRAINING OBJECTIVES

Marine Engineering students do their second sea training after three sessions of theoretical studies. The second sea training lasts approximately four to five months and takes place from late December to late May.

In the third session, students have acquired knowledge and honed their skills related to the following subjects:

- Technical drawing;
- Shipbuilding;
- Pumping systems and monitoring units;
- Electricity;
- Physics;
- Welding and milling;
- Machine operating parameter reading and interpretation;
- Engine and auxiliary machinery maintenance.

### OVERALL OBJECTIVE:

The goal of the second sea training is to enable Apprentice Officers to acquire new knowledge and further their existing skills.

### SPECIFIC OBJECTIVES:

- Familiarize oneself with the ship;
- Participate in the different watches;
- Participate in the different types of maintenance work performed on board ship;
- Participate in ship operations;
- Perform certain work without supervision.

## SEA TRAINING OBJECTIVES

Marine Engineering students do their third sea training after five sessions of theoretical studies. The third sea training lasts approximately four to five months and takes place from mid-August to late December.

In the fourth and fifth sessions, students acquire knowledge related to the following subjects:

- Steam boiler construction and operation;
- Steam turbine construction and operation ;
- Stability ;
- Propulsion Plant Simulator, Level 1 ;
- Electricity ;
- Physics ;
- Welding and milling;
- Environment.

### OVERALL OBJECTIVE

Like the second sea training, the goal of the third sea training is to acquire new knowledge and further existing skills.

It also prepares the Apprentice Officer to work a watch as a Marine Engineer.

### SPECIFIC OBJECTIVES:

- Familiarize oneself with the ship;
- Perform the tasks related to a watch;
- Participate in the different types of maintenance work performed on board ship;
- Participate in ship operations;
- Perform work without supervision.

**The Apprentice Officers you choose for the third sea training may be the next certified officers you hire! Make sure they have a chance to put all the tasks linked to their future job into practice. You have a unique opportunity to prepare the workers of tomorrow!**



RENDEZ-VOUS  
**MARITIME**  
formation et carrières

## THE MARITIME CAREER FAIR – SEA TRAINING AND EMPLOYMENT

Early in the winter session, the Institut maritime du Québec (IMQ) holds its annual Career Fair attended by representatives of companies and organizations from the maritime industry or related vocations, as well as Institut maritime du Québec students, our workforce of tomorrow.

- Presentation of the companies, in the form of conferences
- Visits of company booths
- Individual meetings with graduating students



FOR MORE INFORMATION  
ABOUT OUR CAREER FAIR  
OR TO REGISTER ?

*Contact us!*



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