

# NAUTILUS INTERNATIONAL JOHN WILLIAM SLATER MEMORIAL FUND

## GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

These guidance notes are designed to help you complete all sections of the application form in full. Once the form is completed, please submit it to [slater@ms-sc.org](mailto:slater@ms-sc.org), together with all supporting documents listed in the checklist at the end of the application form.

A limited number of Slater Scholarships are awarded each year to assist Merchant Navy ratings, Workboat, tug and Yacht crew to study for the STCW Officer of the Watch, deck or engine qualifications and Electro Technical Officers (ETO) to gain STCW certification. Consideration will also be given to those who already hold the Class 2 or Class 1 Fishing certificate and want to convert to the OOW Unlimited.

The Trustees will consider applications for funding for outstanding courses leading to STCW certification. It is not policy to grant a scholarship retrospectively for courses already paid for or taken. Applications should be made at least 6–8 weeks before the intended start of the course. We seek a well thought out plan that will lead to a successful conclusion of your studies and achieving your CoC.

It is a requirement that all applicants (except ETOs), irrespective of previous learning, complete the Marine Society Learn@Sea courses: Maths and Writing before submitting an application. This forms part of the application process and can be accessed online at: [marsocshop.mycoracle.com/catalogue/](http://marsocshop.mycoracle.com/catalogue/).

If you are aiming to achieve your Officer of the Watch (OOW) <500gt Near Coastal, you will not be eligible to apply for a Slater Scholarship. Instead you can apply to do the Apprenticeship as a route to gaining this certificate.

### SECTION A – Personal details

Please ensure all details are completed in BLOCK LETTERS.

#### 1. Full name

Your full name should be written correctly as it appears in your passport and/or discharge book.

#### 2. Nationality and passport number

You must normally be resident in the UK and have been a permanent resident for at least 3 years prior to your application. Please state your nationality and passport number. You should include a colour copy of your passport with your application.

#### 3. Date of birth and age at application

Your date of birth and age at application should be written clearly (day, month, and year). You must be aged at least 21 years old to apply for the Slater Scholarship award.

There is no upper age limit, however you must hold a valid ENG1 medical certificate and expect to work at sea for the foreseeable future.

#### 4. Rank/Rating

You must advise us of current rank or rating eg. 'Able seaman' in the space provided. You should provide details of the current certification you hold rather than the position you hold at work.

#### 5. National Insurance number

Your NI number should be written clearly.

## 6. Discharge book

It is a requirement of the application process that you include your discharge book number. If you do not have a discharge book you should apply to the Maritime and Coastguard Agency (MCA) for one. You should put 'APPLIED FOR' in the box on the application form and enclose evidence that you have applied for it with your application. Contact us and provide us with the number as soon as you receive it.

## 7. Address

Your home address should be your permanent address and that where all correspondence can be sent to. Lodgings will be a temporary address you may have if you are working or studying away from home.

## 8. Email and mobile contact details

Please provide your mobile number and an email address that you check regularly. This will help us as we may need to contact you during the application process. It is also important as we will remain in regular contact with you if awarded the scholarship.

## SECTION B – Qualifications

### 1. Details of all examinations passed

Please list all qualifications achieved at school, college and University such as GCSE, A Level, degree and equivalents.

### 2. Details of maritime certificates held

Please list any professional or industry related qualifications held, eg. Elementary First Aid, Efficient Deckhand, RYA Yachtmaster Offshore, GMDSS ROC. (and date achieved). Please include copies of your certificates with your application.

## SECTION C – Personal Narrative

Suggestions of what to include in your personal narrative would be: how you came into the maritime industry, your past work history, achievements to date, challenges you have faced, your future aspirations and how the Nautilus Slater Fund will help you.

## SECTION D – Employment

### 1. Shipping company

Please give full contact details of your current or most recent employer.

## 2. Salary

You should indicate whether or not you are on salary and if so how much you are paid monthly or annually.

## 3. Dependents

You should indicate how many people you are responsible for financially and their relationship to you, eg. wife, son, daughter.

Further information on family circumstances and finances may be required in due course.

## SECTION E – Intention to Study

It is expected that you will have given careful and realistic consideration to your commitments to study and ability to succeed. You should only submit an application when you are ready to commence your studies which must start within six months following award offer.

### 1. Details of courses and exams required as part of your study plan.

Please provide a list of the courses and exams that you need to complete, and only those that are essential to the issuance of the CoC you are aiming for.

Please state the full name of the certificate you are currently aiming for and not any aspirational certificate beyond your next level.

Before completing this section in full you should have done some research into the course of study to achieving your CoC. This will include what qualifications you need to achieve, methods of study, where you can study, costs involved, your availability of time and what employer support is available.

If you are considering studying via distance learning please call us before submitting your application.

**Please note:** It is a requirement that you will have completed all the sea service required for the CoC you are aiming for and be in a position to apply for your Notice of Eligibility (NOE). You do not need to have completed all required courses before applying for your NOE.

If you have more sea service to complete please state how much and when you think it will be completed by in the space provided.

## SECTION F – Reference/Testimonial

Please provide the name and address of a person who is willing to act as a referee. This should be from a Company, Captain or Chief Engineer. They should be able to give a character reference, giving an account of your working abilities, experience in the industry and suitability to become an Officer of the Watch. If you are self-employed it should be someone you have sailed with or an agency. A written reference should be supplied with your application.

**Please note:** This reference should be different to the letter from your employer confirming what support, if any, they will be providing.

### Checklist and Declaration

1. Please make sure that all parts of this application form are completed fully. Incomplete applications will delay the decision making process.
2. Your personal narrative is your opportunity to give us a verbal picture of you, your circumstances and your aspirations. It will form an integral part in considering your suitability for this award. Please ensure you have enclosed any additional pages as part of your application.
3. A copy of your CV should be enclosed with your application with photocopies of any STCW certificates achieved. Do not send originals of these documents. If we require the originals, we will ask for them separately.
4. Testimonials and references should be enclosed. These should be originals on company headed paper or with an official stamp and signature.
5. A colour copy of your passport.
6. Your Maths@Sea and Writing@Sea up-skilling scores can be printed off and submitted with your application. However, we will automatically receive electronic copies so do not let this delay the submission of your application. There are three modules that you will need to complete for maths and one for writing. A certificate is awarded at the end of each course.

7. You must submit evidence that you have completed all the sea service requirements for the CoC you want to achieve. This can be copies of entries from your discharge book, signed off sea service testimonials or screen prints from an authorised sea service verification service.

8. You must be able to provide a valid ENG1 medical certificate.

Please sign and date the application form before you submit it. Finally check through the form once again and email it with all relevant documents to:

[slater@ms-sc.org](mailto:slater@ms-sc.org)

Nautilus Slater Fund  
Marine Society  
200B Lambeth Road  
London SE1 7JY