

**To: All Members**

11 October, 2019

## **Circular No. 96/2019**

Dear Member,

### **The Institute of Chartered Shipbrokers Course - “Understanding Shipping”**

The Course was developed to fill a need for training in the shipping business for those with little or no previous exposure to ships or shipping. It was inaugurated in Cyprus in 2000, following close co-operation between the Chamber and the Institute of Chartered Shipbrokers (Cyprus Branch). To date, 902 candidates have successfully passed the Course. Nine subjects are required to be studied via correspondence with approved tutors here in Limassol over a period of nine months.

In 2016 a new syllabus was developed which has undergone continuous review in the last three years with the ICS both in London and Cyprus in close co-operation with the Chamber.

The result is an updated new look manual which, it is hoped, will be well received by all.

The topics covered comprise:

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| <b>Module 1</b> | The Planet, People and Trade.                        |
| <b>Module 2</b> | The Growth of International Trade and Shipping       |
| <b>Module 3</b> | The Ships.   |
| <b>Module 4</b> | The Role of Ports                                    |
| <b>Module 5</b> | The Voyage.  |
| <b>Module 6</b> | The Charter Markets and Shipbroking.                 |
| <b>Module 7</b> | Key Documents in Shipping.                           |
| <b>Module 8</b> | The Development of Ships; Shipping Cycles and Maths. |
| <b>Module 9</b> | Cyprus Focus.  |

The main difference with the new Course is that each Module material will be distributed to the students electronically. It will still have a Part A Multiple Choice question section and a Part B which will require the student to answer an essay type question. However, the student will be able to submit the Part A directly to the system via a unique password and will obtain their grade at the same time. The Part B will need to be submitted to their tutor via the Administrator as was the case previously.

Those achieving the required pass mark of 60% or more will be invited to sit a Final Examination. The format of this examination will be communicated to all in due course.

Candidates who succeed in both the assignments portion of the course and the Final Examination will be awarded a TutorShip certificate issued by the Institute of Chartered Shipbrokers in London.

The response to the Course has been most enthusiastic and considered to have been an unqualified success both with the Member companies who nominated some of their personnel and indeed the candidates themselves who readily admit they have learned much and it has given them the ability to express the knowledge gained. Many have proceeded with the higher level "Professional Qualifying Exams (PQE)" leading to their professional qualification and subsequent Membership of the Institute.

All candidates are expected to study in their own time. The Course will be administered by the Cyprus Branch in conjunction with the Chamber and in particular, our Training Officer, Mr. Ben Casey.

The cost of the Course is €525 per student as approved by the Cyprus Branch of the Institute and the Board of Directors of the Cyprus Shipping Chamber. We feel that the Course is a very worthwhile vehicle in the training of our employees in the world of Shipping. The launch date is **Tuesday 14 January 2020**, and the attached Enrolment Form must be completed by each applicant. We hope that as many of our Member-companies as possible will support the Course by enrolling students.

Interested Members are therefore, kindly requested to advise the Secretariat of the number of placements for this Course as soon as possible, and in any case by **Monday 6 January 2020**. For any further clarifications, please contact our Training Officer, Mr. Ben Casey at the Secretariat.

With kind regards,

Yours faithfully,

Thomas A. Kazakos  
Director General

This is a computer-generated message and therefore unsigned.