**JRC Product Training Courses**

# Introduction

**JRC Europe | Alphatron Marine** is able to supply different types of technical trainings for service engineers of contracted partners.

These trainings can be online e-learnings, classroom trainings, virtual classroom assessments or a combination of these.

Our technical classroom training courses are held in the Rotterdam office, and limited also in our Greek office. Technical classroom trainings at the customer’s office will be only on request.

We can also provide ECDIS Type Specific Training and ECDIS Train the Trainer training.

ECDIS Type Specific Training might take place on board or online.

ECDIS Train the Trainer will be in consultation with our specialized trainer.

On this page, you will find the details of our training arrangements.

# Office and contact details

Our office address is :

Alphatron Marine B.V.

Schaardijk 23

3063 NH Rotterdam

Harbour 115 The Netherlands

Contact details :

Telephone front desk: +31104534000

Email training department: training@jrc-world.com

# Hotel arrangements

At this moment we have a special rate agreement with the Novotel Brainpark hotel and the Maashotel Rotterdam Centre. You will find details of these hotels and shuttle service to our office in a document which we will send on request.

If you would like to have a reservation at Novotel Brainpark hotel or Maashotel Rotterdam Centre you can make the reservation citing ‘training at Alphatron Marine’. Please note that the hotel guest has to pay the hotel bill when checking out.

# Training requirements and house rules

The engineer should understand the electronic fundamentals of the type of equipment. Before allowed to a classroom training the engineer must have completed the appropriate e-learning.

If, during classroom training, a lack of general experience/knowledge on the equipment is ascertained, the trainer may decide not to issue a certificate.

The cost of the training will not be reimbursed.

Upon arrival the trainee will be signed in by our receptionist, who then will provide the trainee with a personal guest login to our WiFi.

For **ECDIS**, **VDR** and **Fleet Broadband** training we require that the trainee has adequate experience of the Windows operating system, networking and NMEA protocols for example IEC61162 – 1/2/450.

For **Radar** training we expect the trainee to have adequate knowledge and experience with radar systems.

For **GMDSS** training we expect the trainee to have adequate experience with radio transceivers and do recommend to have a General Operator’s Certificate for operating the trained GMDSS equipment.

For **AlphaMidiCourse** we expect the trainee to have adequate experience with gyro principles.

We expect that the trainees arrive in time for the training and notify us by telephone whenever they are not able to do so.

In order to receive a certificate, trainees have to follow the complete course. If any part of the training is not completed, we cannot issue certificate.

Training is between 09:00 - 16:00 daily. There will be adequate coffee/tea breaks during the day.

Between 12:00 – 14:00 there will be a 1 hour lunch break. Lunch, coffee and tea is free of charge.

After finishing the training for specific equipment a test will be provided. This has to be completed by the trainee before leaving the training. In order to receive a certificate the trainee must score at least 80%. The trainee is allowed to use all the documents provided on the course when completing the test.

Mobile telephones have to be switched off during training. Emergency use of mobile telephones is discussable. Telephones can be used during the breaks.

We expect trainees to pay attention to the training and do not use the Internet for web browsing during training. Each trainer has the right to ask the trainee to leave the course due to disturbance by behavior, not paying attention, telephone use and /or working on the laptop during training time.

# What do the trainees have to bring

During the training we will hand out training documents in PDF format.

Trainees have to bring the laptop which they use for service. This is to make sure that the laptop they use is suitable for connecting to our equipment.

Software required for opening standard industrial format files should be installed on the laptop (e.g. VLC LAN, Word, Excel, Adobe reader, WinZip or WinRAR, Google Chrome, Mozilla Firefox and Internet Explorer updated to latest versions).

It is preferable to carry commonly used cables e.g. straight serial cable (1,5m), crossed serial cable (1,5m) and straight CAT-5 cable (5m). However if not available we can supply a limited amount of cables during the training.

Also recommendable is to bring USB to serial converter if the laptop does not have a serial port. Please also check if the laptop is able to read/write CF cards and/or PCMCIA cards. If not please bring an external reader. This is especially important for Radar and (S)-VDR training (1800/1850, 1900/1950). Arrange that the trainees have admin rights, from their own IT department, to their computer in order to be able to switch firewalls off. This is important for the Radar and (S)-VDR training courses.

***Certificates when changing jobs***

The validity of training certificates: when an employee (mostly technicians) goes to a new employer in the same maritime service business, his/her JRC certificates will become invalid. However, when the ex-employer (JRC agent) agrees, in a written statement, to reissue the certificates, it is possible to apply for new certificates.

Please note that this is only if both employers are active in the EMEA region and that a fee may apply. The training department will provide you with the price and documents needed for reissuing.

# Application for technical training

It is only possible to apply for technical training at Alphatron/JRC in case there is a valid dealer/distributor contract in place. For non-technical, operational and TST training courses there is no need for any dealer agreement. The dealer/distributor shall fill out the application form on our website <https://www.jrc-world.com/en/services/training/jrc-europe/>

After reception of your application form, we will inform you if there is availability or if the attendees will be placed on a waiting list. Maximum amount of attendees for the technical classroom training is 6.

We have the right to cancel training 3 weeks before the training will starts, when there are not enough attendees. The Training Department will inform you before that if the amount of attendees is not sufficient.

# Payment terms

The course registration is binding. This means that upon registration a payment obligation occurs to Alphatron Marine B.V/JRC Europe.

***Participants can unregister from the course up until 30 days prior to course starts. Cancellation from 30 till 14 days prior course start, 50% of the course fee will be charged. If cancellations is made within 14 days before the course starts, the course will be fully charged.***

Invoice will be sent at the end of the training course and certificate will only be issued once the payment is received.

Alphatron Marine B.V./JRC reserves the right to cancel, move or change course dates before the course starts.

The participant will receive practical course information and confirmation of participation 14 days prior to course start.

If you receive this order confirmation with incorrect or missing information, please notify training@jrc-world.com

Welcome to our JRC|Alphatron Marine training department!

Standard Alphatron Marine B.V. terms of agreements and conditions (FME) apply. A copy of which can be provided on request or can be found on our website [www.alphatronmarine.com.](http://www.alphatronmarine.com/)