

# Introduction to deck "credit" cadets

## Preparation for employment and sea practise on Maersk container vessels January 2024



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# Cadetship in Maersk

We welcome you to Maersk and your Cadetship starting January 2024.

Your previous education at "HF-SØ/Pre-sea school/Danmark or Georg Stage" might give you credit at SIMAC in basic theoretical modules, allowing you to start your maritime education with Maersk directly into the first sea practice.

If credits are issued, you must join sea phase at the same time as the Maersk cadets attending SIMAC BS1 - meaning you must be prepared to join the sea phase the day after last school day at SIMAC.

Look up the date in the Calendar page – appendix 2.

## Credits

Before we can decide the level on which you may start the training, your qualifications acquired at HF-SØ/Pre-sea school/Danmark or Georg Stage needs to be evaluated by SIMAC. As such, you need to send your certificates obtained at HF-SØ/Pre-sea school/Danmark or Georg Stage as scanned attachment to the Study Counsellor on mail [studievejleder@simac.dk](mailto:studievejleder@simac.dk).

If you are waiting to sit for exams - you must get a confirmation from the school, confirming enrolment to the relevant subjects and exams. The Study Counsellor determines number of credits allowed. If you obtain credit, please obtain written evidence, and submit to Cadet Administration, so that we can include this in the planning of your training. We need your credit assessment no later than three months before commencement of the contract unless otherwise agreed.

If granted full credit for the entire basic theoretical module, you can expect to start your education directly with first sea phase. In that case you must immediately ensure the following documents needed for sea going service are obtained and copies/details made available to Cadet Administration. See document list below.

If credit for previous training is not granted, you will be enrolled to start theoretical modules in January or August of the relevant year.

**NB: Cadets attending SIMAC/BS1 receive the same tuitions as Maersk cadets and don't need to obtain credit papers from SIMAC.**

## Enrolment to school

Maersk is situated at SIMAC and has a strong co-operation with SIMAC. As per default you will be enrolled to SIMAC.

In case you wish to enrol at Marstal Nautical school you must contact Cadet Administration for the arrangement as other guidelines apply in such cases - please refer to appendix 1 below.

## Important documents

**A. Before your contract become valid you must submit copy of below documents to Cadet Adm.**

- *Credit papers*
- *Graduation papers (HTX, STX, HHX or HF)*

**Submit copies of documents mentioned in section A to Cadet Administration on [MFMTMPNEUCAD@Maersk.com](mailto:MFMTMPNEUCAD@Maersk.com) as soon you obtain it.**

**B. Before your vessel assignment the following papers/vaccinations must be brought up to date and be valid throughout the vessel assignment.**

Certificates: issued by Pre-sea school HF-SØ / Danmark or Georg Stage":

- Basic Safety Training certificate /Ordinary Ship Assistant certificate, STCW VI/1 -1,2,3,4
- Designated Security Duties STCW VI/6

#### Travel Documents:

- ❖ Passport\*
- ❖ Seaman/Discharge book\*
- ❖ International Vaccinations card \*
- ❖ Valid Health Certificate "sundhedsbevis for søfarende"\*
- ❖ Valid C1/D US-visa\* only on request from Cadet Adm.
- ❖ Valid Australian MCV (Maritime Crew Visa)\*

\*Please check the Cadet Handbook on the Cadet Intranet for more details.

All certificates and travel documents must be available on board in due time before the seafarer's assignment. The cadet is responsible for uploading the documents to Marine HR crew system Compas - using the "Compas Crew Self Service - Guidebook".

Information on how to access Compas including the Guidebook will be submitted in due time.

Cadets must be proactive and submit below documents as soon you have them at hand - irrespective you already have forwarded your Health Certificate and Passport during the hiring process.

In case you don't upload the documentation in due time the Documentation team MLFMTCRWDOCPH@Maersk.com will remind you about any missing documentation

#### **Please refer to the documentation guidelines placed on:**

<https://kursmodfremtiden.dk/intranet/>

Username: MaerskCadet

Password: MaerskCadet

#### **Other important issues**

- Complete the Mandatory Maersk Induction Program on the Ocean Learning Platform. Cadet Administration will advise you.
- Print and bring Cadet contract on board.
- Bring on board original certificates, passport, US visa, seaman's book, vaccinations card, MCV
- Bring Training Record Book - contact SIMAC for more info

#### **Cadet Intranet /Cadet Handbook**

**Important information to cadets is uploaded regularly to the Cadet Intranet including more information about the topics above**

#### **Please familiarize yourself with the content of the Cadet Handbook**

You can find the Cadet Handbook at the intranet link:

<https://kursmodfremtiden.dk/intranet/>

Username: MaerskCadet

Password: MaerskCadet

#### **Working Clothes**

Boiler suits and safety shoes are provided on board.

Distinction/epaulettes - ornamental piece worn on the uniform boiler suits - will be handed out during the pre-embarkation meeting.

#### **Personal Information & Sailing Partner**

You will be instructed to fill in an "Update of Personal Information" form a couple of months before you are due for sea service. Additionally, if you wish to sail with another cadet (must be on same level of education i.e., on basic modules) please indicate the wish on the same form. You will be paired with the colleague you have chosen, unless he/she fails/delays to start sea time according to the schedule. If you do not have a preferred sailing partner, you may be paired with another cadet.

### Embarkation/Briefing Meeting

You will receive much more information on mail about the preparation. Cadet Administration holds a pre-embarkation meeting 2-6 weeks before the end of the semester at SIMAC. The meeting provides practical information on what to expect before and during your practice at sea.

**Please reserve the date mentioned in the calendar (appendix 2) for the briefings.**

It is **mandatory** to attend the meeting which will take place at SIMAC in Svendborg.

Only exams or the like will be accepted as valid reasons for declining attendance to the course.

You are always welcome to contact us if in doubts, need clarification or guidance.

### Safety Behaviour Workshop - SBW

In line with Maersk ongoing efforts to improve on-board safety for you & your colleagues at sea, the MLSM Safety Behaviour Workshop (SBW) was developed to positively transform the safety attitude of its participants and instil a clear awareness of existing on-board tools to ensure safe operations.

It is **mandatory** to attend the 1-day workshop for cadets.

Only exams or the like will be accepted as valid reasons for declining attendance to the course.

You will receive more information in a separate mail.

**Please reserve the date mentioned in the calendar (appendix 2) for the course.**

### Senior Officer Interaction

In connection to sea practice preparation, you will be invited to a Senior Officer Interaction session, conducted by a Captain or Chief Engineer working in Maersk.

The vision and aim for the session are to initiate the development of a safety conscious mindset in cadets, instil the right attitude and discipline expected from cadets towards their shipboard training and provide them a better understanding of life onboard Maersk vessels.

You will receive more information in a separate mail which date you are requested to attend.

It is **mandatory** to attend the meeting which will take place at SIMAC in Svendborg.

Only exams or the like will be accepted as valid reasons for declining attendance to the meeting.

**Please reserve the date mentioned in the calendar (appendix 2) for the session.**

### Expenses for medical, vaccination etc.

The Company cover expenses relating to:

- US visa: visa, passport photo, travel to/from Embassy by public transport if own arrangement.
- Other visas – if requested.
- Yellow fever vaccination (only vaccination – not transport).

- **Medical:**

Only "sundhedsbevis for søfarende" (not transport).

The company reimburse the cost of Health Certificate, Yellow Fever and other vaccinations if requested by the Company.

We have a designated doctor at Lægerne Krøyers Have, Ramshered 10, 3. sal, Svendborg & Lægerne Centrumspladsen

Svendborg - who will normally issue an invoice directly to Cadet Administration, if a cadet shows up with a letter of guarantee for payment (LOG). LOG is issued by the Cadet Administration on request, when a confirmed appointment at the doctor has been arranged.

Should you wish to be attended by a different doctor, you must pay yourself. The company will reimburse such cost upon receiving an original receipt (hard copy), stamped by your doctor as 'betalt/paid'.

- Transport Pre-Embarkation Meeting & Senior Officer Interaction at SIMAC Svendborg:
- Public transport only - for cadets not enrolled to SIMAC already, who have address outside Funen.

The seafarer cover expenses for:

- Passport
- Seaman's book = Discharge book

### How to submit expenditure claims

Global Marine Payroll is handling all the payments and claims for the Maersk Seafarer's including cadets, whether it is salary or medical, visa, etc.

Although you have not started your education as a cadet yet – the hired cadet applicants are in progress of being set up system wise, so we are able to reimburse out lay for e.g. medicals (sundhedsbevis for søfarende), visas etc.

Information on how to login to Compas first time & how to claim the expense will be submitted in a separate mail. Valid vouchers must be submitted – otherwise the claim will be rejected.

If you submit a claim in COMPAS, please submit a mail to [Cadet@maersk.com](mailto:Cadet@maersk.com) at the same time and advise us about the claim. The claim system in Compas will only take notice of active crewmembers claims automatically. Nonactive crewmembers, like cadets on study leave & new hired cadets, must be handled manually unfortunately.

### Bank information

Once you have access to Compas you must update the bank information requested. Please refer to the Compas guidelines.

### Rebate Cards

Upon employment, you will be issued with a rebate card to Salling Group that may be used by you and your spouse/cohabitant, as well as children living at home. But for the household's own use only.

Misuse of the card will lead to its discontinuation.

Please find more detail in the Cadet Handbook placed on the Cadet Intranet.

### LogBuy

As a Maersk employee you will be entitled to benefits from the discounts accessible to Maersk employees employed on Danish contract.

These benefits are available through the discount portal called LogBuy and include stores in Denmark only. You will receive more information on how to access the LogBuy portal.

Please also find more details in the Cadet Handbook placed on the Cadet Intranet.

### Business language

Maersk is a multinational corporation whose divisions collaborate across national borders and have foreign-language staff employed abroad, as well as in Danish divisions.

As a rule, all correspondence with the Company must be in English.

The maritime language on board the Company's ships is likewise English.

### Contact

Maersk A/S

Cadet Administration & Recruitment Denmark

Østre Havnevej 2, st

5700 Svendborg

We are open for visitation Monday -Friday from 9.30 -15.00.

We may have to close the office in case of illness or necessary meeting activities.

If you wish to make sure you do not go in vain, you are welcome to book an appointment by phone or mail.

Mail: [MFMTMPNEUCAD@maersk.com](mailto:MFMTMPNEUCAD@maersk.com) or [Cadet@maersk.com](mailto:Cadet@maersk.com)

Phone: 3363 3363

Head of Cadet Administration – Direct: 3363 3700

Cadet Administrator – Direct 3363 3701

Talent Attraction Specialist – Direct 3363 3702

### Appendix 1 – MARNNAV (Marstal Nautical School) /MARTEC Nautical line

As per default we expect Maersk cadets are enrolled at SIMAC, because Maersk is situated at SIMAC, close to the cadets and due to a strong co-operation with SIMAC.

**In case you wish to enrol at MARNAV or MARTEC you must contact Cadet Administration for such arrangement**

Below mentioned guidelines apply in such cases:

- You must obtain all 365 sea days before school start - if you start Marstal.
- We need an overview showing which/when your modules are planned before we accept changing school.
- During sea phase there might be other requirements set by MARNV or MARTEC re. Training Record Book, students' agreements etc. Maersk cadets are using the ISF Training Record Book (TRB). Please ensure MARNV /MARNV accept same TRB & provide instruction to the TRB before sailing .
- If your Basic Safety Training certificates issued in Basic Training Module expires (usually valid for 5 years) you are requested to pay the fee yourself on renewal, to obtain the certificates of competence (sønæringsbevis).
- You are requested to complete the full study as "skibsfører".

**Appendix 2 - Calendar**

Visa – US Embassy	01.11.2023
Safety Behaviour Workshop (SBW)	28.11.2023 or 29.11.2023
Ocean Learning Platform Courses - Completion	01.01.2024
Pre-embarkation Meeting	13.12.2023
Senior Officer Interaction	14.12.2023
SIMAC semester end	18.01.2024
1st sea phase window	19.01.2024 – 01.09.2024
SIMAC BS3 semester start	02.09.2024