

# JOHN WILLIAM SLATER SCHOLARSHIP

## GUIDANCE NOTES FOR THE APPLICATION FORM

These guidance notes are designed to help you complete the application form in full. Please refer to the guidance notes whilst completing the application form and ensure that all sections are completed. Once the form is completed, you should return it together with all supporting documents listed in the checklist at the end of the application form.

A number of Slater Scholarships are awarded each year to assist Merchant Navy ratings, Electro Technical Officers (ETO), Workboat and Yacht crew to study for the STCW Officer of the Watch, deck or engine qualifications. Consideration will also be given to those who already hold the Class 2 or Class 1 Fishing ticket 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 previously 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 see a successful conclusion to the course from a financial perspective.

It is a requirement that all applicants (except ETOs), irrespective of previous learning, complete the Marine Society Online Up-Skilling programmes, Maths@sea and Writing@sea before submitting an application. This forms part of the application process and can be accessed online at [www.mathsatsea.com](http://www.mathsatsea.com).

### 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 have been domiciled in the UK for at least three years prior to your application. Please state your nationality and passport number. You should include a copy of your passport with your application.

#### 3. Date of Birth

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

#### 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 regularly contact with you if awarded the scholarship.

## SECTION B – Qualifications

### 1. Details of school examinations passed

Please list all individual subjects and grades achieved at A Level, GCSE, O Level or similar qualifications.

### 2. Details of MCA STCW certificates held

Please list any professional or industry related qualifications held, eg. Elementary First Aid, Efficient Deck Hand, and Basic Sea Survival. Where possible please include copies of these 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 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.

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

Please provide a list all courses and exams that are essential to achieving the certification you are aiming for.

Before completing this section in full you should have done some investigation 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 indicate whether or not you have already accumulated all of the sea time required for the CoC you are aiming for and are therefore in a position to apply for your notice of eligibility (NOE). If you have outstanding sea time to achieve it must be achievable within the timeframe of the scholarship award (4 yrs), allowing for study time.

**Please note:** Your application for funding will NOT be disadvantaged if you are in receipt of any other financial support. It is important that you include everything on your application so that we can tailor our support to you.

## 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 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.

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

The Marine Society, JW Slater  
Scholarships, 202 Lambeth Road,  
London SE1 7JW