

# Certificate of qualification Boatman

(nl: matroos)

## Study guide

April 2022

## **Accreditaties en erkenningen**

[www.eikcertificering.nl](http://www.eikcertificering.nl)

[www.cbr.nl](http://www.cbr.nl)

[www.ilent.nl](http://www.ilent.nl)

[www.cesni.eu](http://www.cesni.eu)



Inspectie Leefomgeving en Transport  
Ministerie van Infrastructuur en Waterstaat



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## 1. To become a boatman *NL: matroos*

To work on an inland waterway vessel as a boatman *NL: matroos* in Europe, you must meet the competence standards (at the operational level) of Directive (EU) 2017/2397.



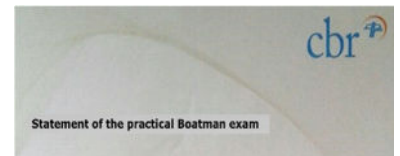
In the Netherlands, the CBR is the competent authority to issue a deckhand certificate which allows you to comply with the Directive.



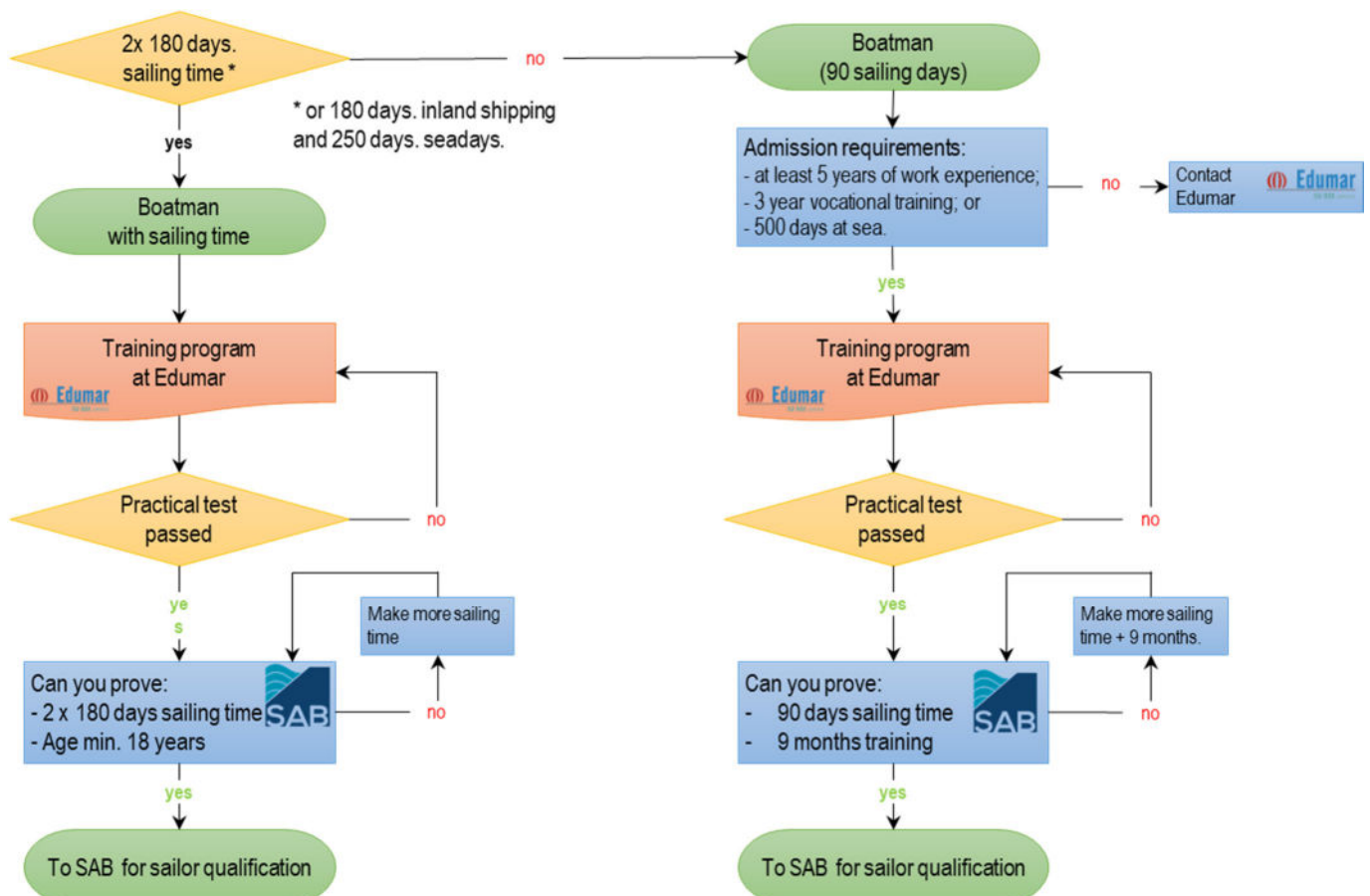
CBR approved training providers will provide the training program and examination to comply with the competence standards. Edumar is CBR approved for the training and examination of boatman *NL: matroos* based on the competence standards of Directive (EU) 2017/2397.



Upon successful completion of the training program and examination with Edumar, you will receive a boatman *NL: matroos* certificate from the CBR.



After successfully completing the course and exam at Edumar, you will receive a boatman *NL: matroos* certificate from the CBR.



## 2. Conditions

### 2.1 Practical training for sailor (90 sailing days)

The following requirements must be met to join the program:

1. The candidate must have prior to registration:
  - five years of work experience;
  - 500 days of work experience as a deck crew member on a sea vessel; or
  - a vocational training of at least three years.
2. The candidate must have a service book for inland shipping, in which the sailing times and the trips made are registered.

### 2.2 Boatman *NL: matroos* based on sailing time (360 sailing days)

Boatman *NL: matroos* based on sailing time (360 sailing days)

The following starting conditions apply to this route:

1. Service booklet with accrued sailing time; or
2. Seaman's book with sailing time from sea, coastal and fishing vessels.

The minimum sailing time and age are NOT prerequisites to start!

You may already start this process and even take the final test.

At the end of the process, when you actually receive the qualification seaman, you must show the sailing time to the SAB:

1. 360 days of inland navigation; or
2. 180 days inland shipping with 250 days sea shipping.

You also have to be 18 years or older.

## 3. General information Service Booklet (*nl: dienstboekje*)

A Service Booklet *NL: dienstboekje* is a personal document for crew members working on board an inland vessel.

Except for the skipper (in possession of a certificate of competency), every member of the crew must have a valid Service Booklet *NL: dienstboekje*.

The Service Booklet *NL: dienstboekje* is for demonstrating sailing time and ship journeys in inland shipping.

The Service Booklet *NL: dienstboekje* contains:

- Personal details
- Physical and mental fitness
- EU qualification
- Details of the ships on which the vessel has sailed
- Days of sailing and sailing routes

The Service Booklet *NL: dienstboekje* is only valid if it is provided with the official notes. A Service Booklet *NL: dienstboekje* without these official entries is invalid.

The holder of a Service Booklet *NL: dienstboekje* is the person in whose name the Service Booklet *NL: dienstboekje* has been issued.

This holder must have the Service Booklet *NL: dienstboekje* stamped by a competent authority at least once every 12 months from the date of issue.

This authority is also responsible for filling in the personal data.

Each competent authority may affix its stamp to validate the information on journeys made.

This procedure officially establishes the number of years in which the holder has acquired sailing experience and allows the holder to claim a certain competence.

In the Netherlands, the SAB (<https://sabni.nl>) is the competent authority.



### 3.1 First Service Booklet *NL: dienstboekje*

If you have never been in possession of a Service Booklet *NL: dienstboekje* and you want to apply for a Service Booklet *NL: dienstboekje*, you need the following for the application:

1. Basic Safety Training Statement **or** a learning agreement Boatman;
2. You are at least 16 years old at the time of application;
3. A fully completed application form, see <https://sabni.nl>;
4. A recent passport photo;
5. A (copy of) valid proof of identity;
6. An original medical certificate for Rhine and inland navigation not older than 3 months (see: <https://www.ilent.nl/onderwerpen/medische-zaken-binnenvaart/adres-keursartsen>).
  - If you are in possession of a sailing license, an inspection is not necessary.
  - A seagoing inspection is unfortunately not valid.

7. Possibly a seaman's book:  
However, a maximum of 2 years of sailing time from sea, coastal and fishing vessels can be included, whereby 250 sea days count as one year of sailing time.

When you apply for your first Service Booklet *NL: dienstboekje*, it will be determined which function applies to you.

In order to determine the position, the following documents may be important:

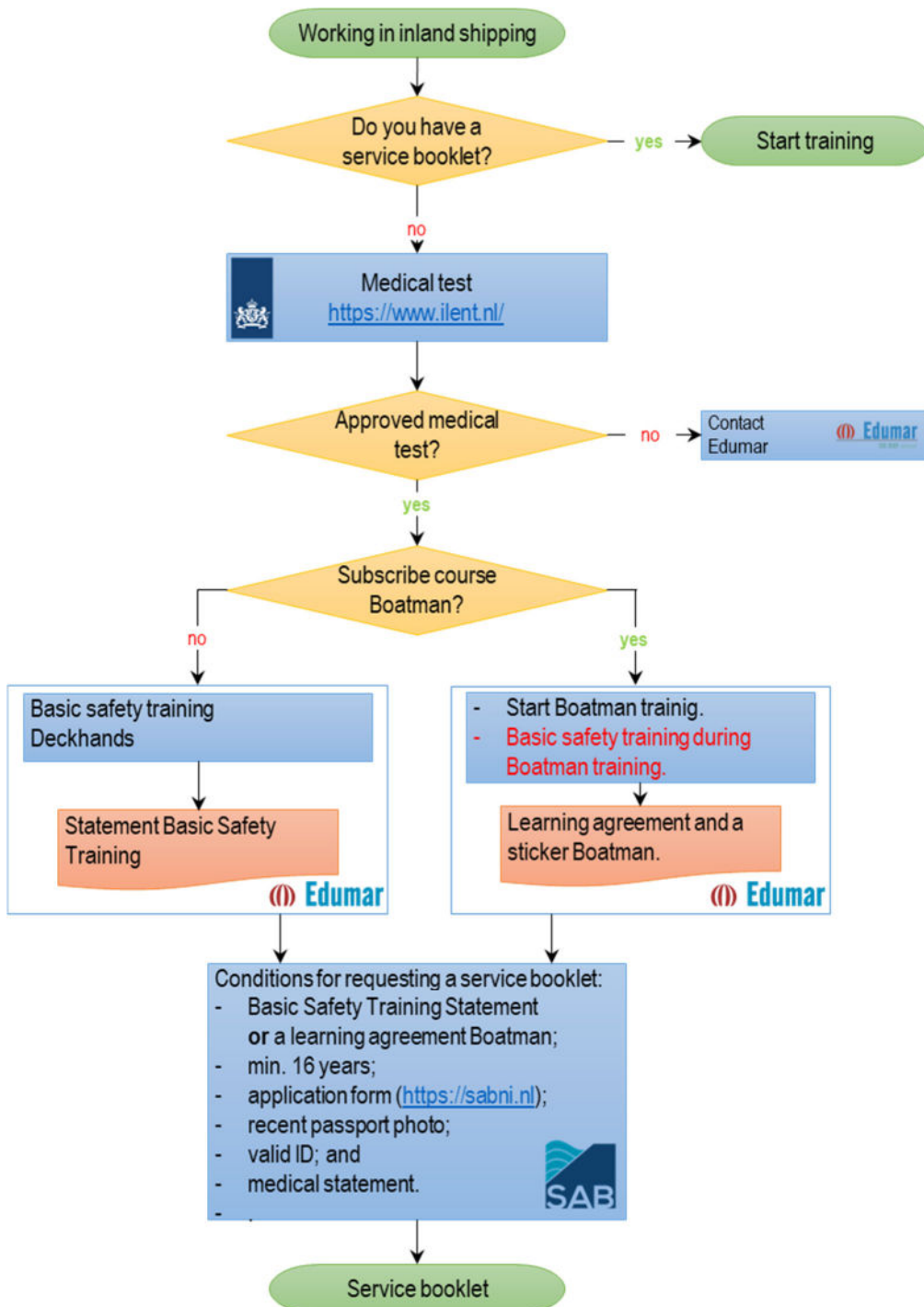
- (copies of) inland navigation and shipping diplomas.

**Note:**

Candidates who register for the Matroos course by Edumar will receive a learning agreement from Edumar and a sticker 'Lichtmatroos'. Together with a medical statement from a recognized medical test, the candidate can apply for a new (first) service booklet. This service booklet is then issued by the SAB with the qualification 'Lichtmatroos'.

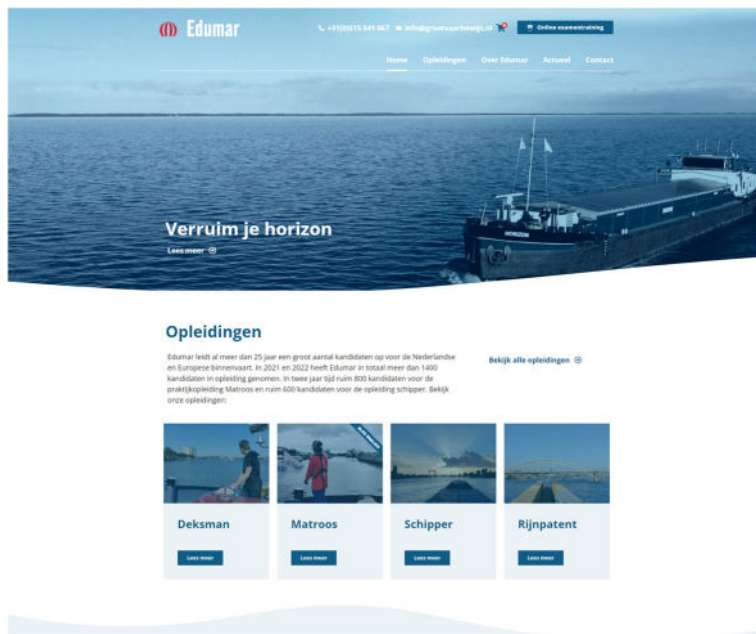
However, the Deckhand safety training will remain part of the course Boatman. This means that the candidate still has to follow this training during the course Boatman. At Edumar, a completed basic training is part of the admission requirements for the Boatman practical test.

### 3.2 Flowchart request Service Booklet NL: dienstboekje



## 4. Registration

You can register for the sailor training on the Edumar website.  
[www.GrootVaarBewijs.nl](http://www.GrootVaarBewijs.nl)



On the website you will find information similar to that in this study guide.

This study guide can also be downloaded there.

If you would like a meeting before registration, please contact Edumar without obligation!

When registering, your personal data will be processed by Edumar.

Edumar processes your privacy-sensitive information in accordance with the AVG privacy rules.

### 5.1 Enrollment for practical training sailor (90 sailing days)

During enrollment, the candidate declares that he meets the admission requirements:

- at least 5 years of work experience;
- 3 year vocational training; or
- 500 days at sea.

**PAY ATTENTION!!**

When checked by Edumar, the candidate can demonstrate this with valid supporting documents. Examples of supporting documents are:

- payslips, employer's statement, service booklets;
- diploma, certificates; or
- nautical booklet, etc.

Registration without meeting the admission requirements will lead to suspension or termination of the training without refund of the training costs.

### 5.2 Registration sailor based on sailing time (360 sailing days)

The age of 18 does NOT apply for registration!

After successful completion of the exam, the age will be checked by the SAB when you get your sailor stamp.

So you can register and take the exam before your 18th birthday. As soon as you are 18 years old, you can have the qualification seaman noted in your service book at the SAB.



## 5. The training program

The training consists of a:

- training program with assignments; and
- a practical exam (final test).

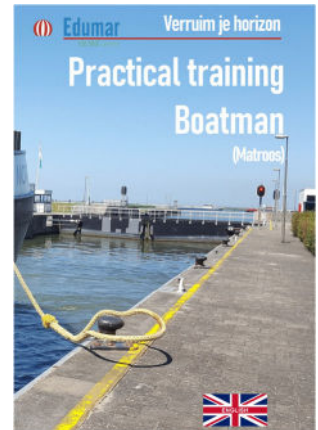
The practical exam (final test) is taken by Edumar on board the training ship ms HORIZON.

### 6.1 Training program

Before you are allowed to take the final practical exam as Boatman *NL: matroos*, you must follow a training programme.

The training program consists of:

- teaching material with explanation;
- portfolio assignments; and
- personal guidance.



#### 6.1.1 Teaching material

Practical explanations for each component can be found in the reader sailor and online.

The explanation online is the same as in the book.

You can use this teaching material when processing the portfolio assignments.

Edumar has continuously developed the teaching material and we will continue to do so.

Comprehensible and practice-oriented teaching material has been created with many images for the sailor in training.

#### 6.1.2 The portfolio

Leading in the training program is the construction of your personal portfolio.

The portfolio consists of portfolio assignments that you learn, practice, perform and work out on board.

The portfolio assignments are compulsory and are part of the training programme.

- On board you carry out the portfolio assignments under the supervision of the responsible skipper.
- You decide in consultation with the responsible skipper when and in what order you do the assignments.
- The responsible skipper helps you with the assignments.
- The responsible skipper is the person on board who accompanies you and lets you practice and learn the skills of sailor.
- You can run the commands in any order.

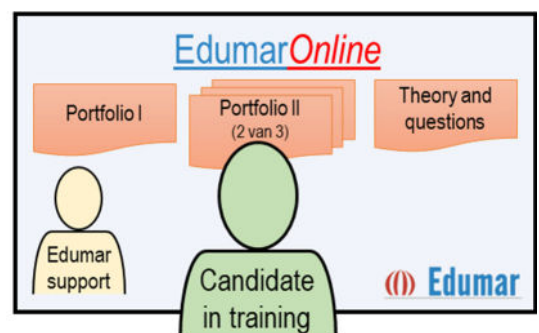
#### You will find the portfolio assignments:

1. In your workbook behind the tab.

These are intended as scrap paper.

2. Online at EdumarOnline.

- You will receive a personal login code.
- On EdumarOnline you make the final elaborations of your portfolio.
- Prior to the final exam, the portfolio on EdumarOnline must be complete and approved by your Edumar supervisor.



**There are assignments about:**

1. Navigation
2. Operation of the craft
3. Cargo handling, stowage and passenger transport  
Marine engineering and electrical, electronic and control engineering
4. Maintenance and repair
5. Communication
6. Health and safety and environmental protection

**6.1.3 Personal supervision**

The practical training takes place on board the ship on which you work and sail. There is a teacher on board, we call this the responsible skipper, who teaches the candidate the trade. The portfolio assignments serve as a guideline.

The candidate and the responsible skipper can always contact the Edumar supervisor for substantive or organizational questions. The guidance from Edumar is remote. At the start of the training, the Edumar supervisor sends a welcome message.

As usual at Edumar, contact with the supervisor is low-threshold!

At Edumar you have a personal point of contact for questions and guidance. You will find the contact details in your workbook.

**CONTACT INFORMATION**

|   |  |
|---|--|
| <br>Internet | <a href="http://www.EdumarOnline.nl">www.EdumarOnline.nl</a>               |
| <br>Hulp     |  |
| <br>Telefoon | +31(0)900 00 11 00   |
| <br>E-mail   | <a href="mailto:matroos@GrootVaarbewijs.nl">matroos@GrootVaarbewijs.nl</a> |
| <br>WhatsApp | +31(0)900 00 11 00   |
| <br>Examen   | <a href="mailto:sec@GrootVaarbewijs.nl">sec@GrootVaarbewijs.nl</a>         |
| <br>Facebook | Follow us on facebook.   |

GrootVaarbewijs.nl - MatroosBinnenvaart.nl © Edumar

Contact information in the workbook.

## 6. The practical test

To be admitted to the practical test, you must have a positive assessment for the portfolio assignments.

During a minimum of 3 hours and a maximum of 8 hours, you perform various partial tests.

Overview of practical test partial tests:

- Supervised steering and sailing
- Anchoring on command
- Mooring and unmooring from the deck
- Preparing to sea
- Technology on board
- Safety on board

The final test is a practical exam.

On board the exam ship you will be asked to carry out various practical assignments.

You perform, show and tell.

The assessor assesses your skills and knowledge.



The final test is organized with a minimum of three and a maximum of four candidates per half day. All candidates are assessed individually by different assessors.

The assessment takes place on the basis of an assessment form with assessment criteria for each partial test. Each criterion is assessed with a pass or fail.

Ultimately, 70% of all criteria per partial test must be sufficient to pass the partial test. To pass the entire practical test, each partial test must be completed with a pass.

The assessors fill in an assessment form for each partial test. In case of an unsatisfactory mark, the assessor always provides an explanation.

If an assessment criteria is printed in bold, it means that this is a Knock-out criterion. These must in any case be sufficient to pass a partial test.

At the end of the practical test, the assessment forms are collected and the assessors decide whether the candidate has passed or failed.

With the result, the candidate will receive a letter with further explanation.



### 7.1 Examination time requirements

Edumar ensures that:

- exams take place on Monday to Friday between 09:00 and 22:00;
- the candidate has received a final invitation with reservation form CBR no later than 1 week before the desired exam date;
- the practical exam is conducted in accordance with the requirements of the CBR framework with regard to the content and preconditions of the exam, the sailing area and the exam vessel; and
- at the start of the practical exam, the accompanying portfolio assignments have been completed satisfactorily.

### 7.2 Exam ship requirements

The practical test is taken on Edumar's training ship, the ms HORIZON.

The ms Horizon meets the minimum requirements set by the CBR for examination ships:

- meets the Standard S2 requirements, as stated in ES-TRIN chapter 31, art. 31.03.
- is at least 40 meters long.
- has a room in which at least the candidate, the skipper, the assessor/examiner and a sample taker can conduct an introductory and concluding discussion.
- has a wheelhouse in which at least the candidate, the skipper, the assessor and a sampler can be present during the practical examination.
- is exclusively available for the exams during the exams.

### Sailing area requirements

The practical test is taken in a sailing area, which is proposed by Edumar and then approved by CCV prior to the exam.

The sailing area:

- is located in the Netherlands;
- has all the qualities to examine at least all subjects mentioned in the examination requirements.

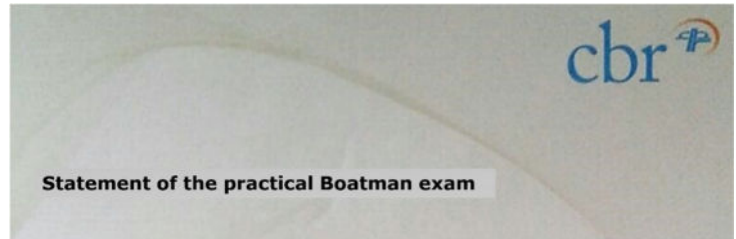


*ms HORIZON, Edumar's training ship.*



## 7. Statement CBR

After successfully completing the training program and the practical test, Edumar will pass on your result to the CBR. You will then receive a Certificate of Practice Examination Boatman from the CBR. With this statement you can have the qualification seaman entered in the service book at the SAB.



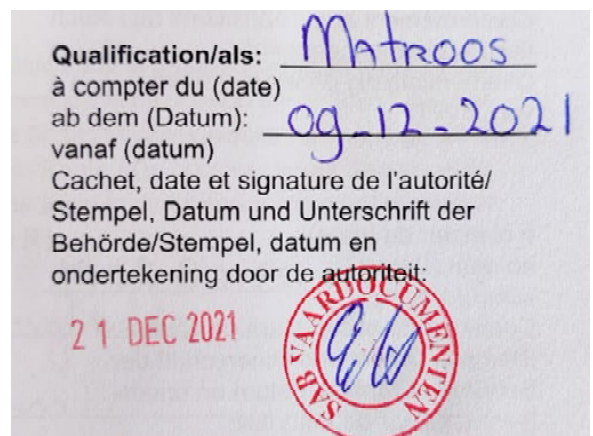
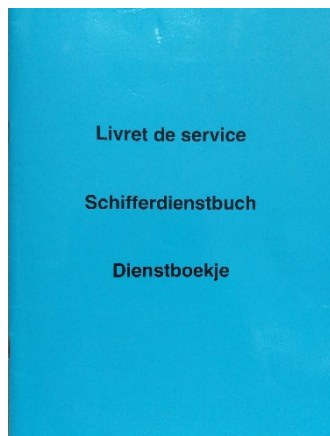
### Stamp sailor after training with training program

At the SAB you show at least 90 sailing days and 9 months from the start of the training. Always take your start registration certificate with you!

### Stamp Boatman with sailing time

At the SAB you show that you:

- are at least 18 years old; and
- 360 days inland navigation; or have 180 days of inland shipping with 250 days of sea shipping.



## 8. Boatman competencies

The entire training program and practical exam for boatman [NL: matroos](#) consists of category I and category II examination components.

All competencies from category I are compulsory. A selection may be made from category II.

There is also a difference in the way of testing. For example, there are competencies that are tested during the final test (practical exam). These are mainly practical skills and practical knowledge components.

Other competencies are required to be tested prior to the final test (practical exam). The competencies that are tested and assessed in advance are tested with portfolio assignments.

### 9.1 Competencies and assignments category I

Category: I  
When: Before practical exam (during training)  
What: Theory and portfolio assignments  
Selection: All competencies  
Censorship: 70% of the selection

### 9.2 Competencies and assignments category II

Category: II  
When: Before taking the practical exam (during training)  
What: Theory and Portfolio assignments  
Selection: At least 50% of the competencies  
Censorship: 60% of the selection

### 9.3 Final test competencies category I

Category: I  
When: During final test  
What: Practical test on ms HORIZON  
Selection: All competencies  
Censorship: 70% of the selection

### 9.3 Final test competencies category II

Category: II  
When: During final test  
What: Practical test on ms HORIZON  
Selection: All competencies  
Censorship: 70% of the selection

As soon as the final content per category is known, this will be worked out here.

## 9. Quality controls UWV, CRKBO, Certiked and ILentT

Edumar is included in the training file of the UWV Werkbedrijf. Edumar is also a member of the Central Register of Short Vocational Training (CRKBO). Since June 2014 Edumar is certified according to the ISO 9001 system. This certification is carried out by EIK, as part of the LLOYDS. Since 2014 Edumar is also certified by the Inspectorate of Living Environment and Transport.

### Accreditaties en erkenningen

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All of these organisations set strict requirements for the quality of the services provided. Prior to admission, Edumar has been tested on a large number of criteria:

- principle of due care
- reliable information
- not harming the interests of consumers
- qualified workforce
- teacher guidance
- solid teaching material
- proper tutoring
- clear study guides
- sufficiently following the exams
- truthful recruitment and advertising
- public complaints procedure