Trinity House ASTO Career Development Bursary

For employed, freelance and volunteer staff working for ASTO member organisations

Application Guidance Notes

Introduction

Trinity House generously provides career development bursaries to employed, freelance and volunteer staff who work on sail training vessels operated by ASTO member organisations. This is a benefit of membership for ASTO member organisations.

The bursary scheme is administered by ASTO. Eligible applicants will be interviewed by a panel comprising representatives from both Trinity House and ASTO. The awarding of funds is based on the decision of this panel.

The Trinity House ASTO Career Development Bursary is not a one-off award. Once you have completed the courses you were awarded funding for, you are able to apply for funding to enable you to achieve the next appropriate level of qualification.

Please ensure you download this guidance and save for future reference.

Key Dates:

1 April:	Application window opens
30 June:	Application window closes
1 September:	Interview dates released for booking
October - February:	Interviews take place

Eligibility

Individuals applying for bursaries must meet the following criteria:

- Be a British citizen (includes Isle of Man and Channel Islands) or a citizen of the Republic of Ireland
- Have sail training experience and be currently employed by, freelance for or be volunteering for an ASTO member organisation
- Will have accrued the qualifying sea-time relevant to the qualification applied for by the time date the course is taken
- Be committed to a career working in UK sail training
- Be in need of financial support to undertake the required training
- Be able to complete the training within two years of receipt of an award
- Be qualified to a minimum of RYA Day Skipper (or be on a recognised pathway to achieve this qualification)
- Be aged 18 at interview (if you will not be 18 by 1st October in the year of application, please contact us to discuss your application)
- Have reviewed the requirements of the ML5 or ENG1 medical certificates (as appropriate) and know of no reasons why one would not be awarded

ASTO Member Organisation Endorsement

All applications must be endorsed by an ASTO member organisation.

Before submitting your application, it is our expectation that you will discuss your application with the ASTO member organisation you work or volunteer for.

Each ASTO member organisation has a designated sponsor who can provide guidance and support during this process (see table on page 3). Applicants and sponsors should ensure that the qualifications being applied for are appropriate for the applicant's level of experience as well as their aspirations within the industry.

Once your application has been submitted, ASTO will contact the named sponsor for endorsement. They will be asked to confirm the qualifications you have applied for are appropriate for your level of experience.

Freelancers in the UK sail training industry must secure sponsorship from an ASTO member organisation before applying.

ASTO Member Organisation Sponsor Contacts

Member Organisation	Sponsor Name	Job Title
Boleh Trust	Bruce Snelling	Lead Skipper
CatZero	Danny Watson	Director of Sailing
Cirdan Sailing Trust (The)	Ed Humphries	Chief Executive
Combined Cadet Force	Russ Haines	Commanding Officer
Dauntsey's School	Toby Marris	Head of Sailing
Disabled Sailors Association	Mike Wood	Chairman
Discovery Sailing Project	Andy Broadbent	Interim Project Organiser
East Coast Sail Trust Ltd	Mike Keeling	Chairman
Ellen MacArthur Cancer Trust	James Hall	Operations Manager -North
Excelsior Trust	Adam James	Skipper
Gordonstoun School	Robin Baker	Sail Training Operations & Training Manager
Marine Society & Sea Cadets	Ben Costley-White	Head of Offshore
Maybe Sailing 'Youth Initiative'	Grace Metcalfe	Ops Manager and Skipper
Morning Star Trust	Graham Sykes	Chief Executive Officer
Morvargh Sailing Project	Matthew Barraud	Director
Ocean Youth Trust North	Steve Lennon	Managing Director
Ocean Youth Trust Scotland	Peta Koczy	Operations Manager
Ocean Youth Trust South	Caroline White	Chief Operating Officer
Offshore	Adrian Slim	Trustee
Pioneer Sailing Trust	Felicity Scully	Director of Operations
Rona Sailing Project	Sarah Woodman	Project Director
Sail Training Trust	Sonnie Emeney	Operations Manager - Portsmouth
Sailing Tectona CiC	Ben Williams	Operations Manager
Sea-Change Sailing Trust	Diggory Rose	Barge Mate
Tall Ships Youth Trust	John Farndell	Head of Operations
The Island Trust	Andrew Hamilton	Business Support Manager
The Swan Trust	Emma Miller	Operations Manager
UKSA	Richard Baggett	Head of Yachting

Application

Please ensure that you are eligible to apply for the Trinity House ASTO Career Development Bursary before submitting your application.

All applications must be made on the official Trinity House ASTO Career Development Bursary online application form and must be submitted within the application window (1 April – 30 June).

Applications made outside of this window and/or not on the official application form will not be accepted.

The online application form will only be available during the application window. All the questions on the application form are included in these guidance notes to help you complete your application. The online application form has a save and return function; however, we strongly suggest you draft all your responses before completing the online form. Please ensure you review your application before you submit.

Once you have submitted your application you will receive an email with a copy of your completed application form. If you wish to make any changes to the courses you have applied for funding for, or the cost of those courses once you have submitted your application, please email: admin@asto.org with the changes required and the reason for those changes.

Interview

If you are short-listed, you will be invited to an interview. Interviews are held on various dates between October and February, the number of interview dates scheduled is subject to the volume of applications.

Interview dates are made available to book online from the 1 September.

ASTO can reimburse reasonable travel costs (train, coach, or air travel) up to approximately £100. Please contact us for more information, and before booking if your travel will be more than this. Please book early to secure the best price.

Award of bursary

You will be notified in writing of the outcome of your application within 14 days of your interview. If your application has been successful, your Award Letter will set out:

- the courses you have been awarded funding for
- the amount of funding allocated for that course
- the date by which that funding must be used and courses completed

The Award Letter will also set out the general conditions of the award which you will be required to sign and return to ASTO. Please ensure you download this guidance and save for future reference.

Timescale for awards

You are expected to complete the training within two years. Please bear this in mind when applying. It is not a one-off award, if successful you may apply for further funding later.

Please note:

- Bursaries will be awarded up to the total cost of tuition for the course and exam fees only.
- When booking your course – you must ask course providers to send an invoice **directly to ASTO** for payment.
- We understand that over the two-year award period, the cost of your chosen courses may increase. If when you contact the training provider to book a course, the cost is higher than the amount awarded, you must contact ASTO by emailing admin@asto.org **prior to making the booking**.
- **IMPORTANT** It is your responsibility to review all booking terms and conditions, particularly around refunds, cancellation and weather, considering the time of year you are undertaking the courses and the geographical location of the centre.
- You must complete the training within the award period and provide copies of certificates to ASTO.
- **By accepting the bursary, you are agreeing to provide ASTO with an annual update for up to 10 years post award.**
- If you leave sail training before completion of the courses covered by the award, the funding ceases.

Once you have successfully completed your selected courses you are eligible to re-apply to the Trinity House ASTO Career Development Bursary for additional funding to further your sail training career.

Choosing your courses

The courses you are requesting funding for must reflect a recognised career progression and enable you to achieve the next appropriate level of qualification, developing your overall skills and ability.

Funding requests for qualification updates and instructional qualifications are not included in this bursary.

Please ensure that you select all the courses you require to achieve the qualification level applied for. You will need to research the relevant publication for guidance on which courses are needed prior to making your selections

- RYA Yachtmaster Scheme Syllabus Logbook (G158) or online at: rya.org.uk/training/certificates-of-competence
- MGN 280 & The Sport or Pleasure Vessel Code (Appendix 5: Safe Manning)
- MSN 1858 (M+F) (yachts over 24m)

Please ensure you discuss your application including the qualifications you would like to apply for with the sponsor at the ASTO member organisation endorsing your application.

You will need to research the cost of the individual training courses you are requesting funding for, and the training provider that you wish to attend to do that training and include these in your application.

Courses do not all have to be completed with the same training provider. The prices of courses can vary between training providers, so please ensure you select a training provider that is running the courses you are applying for, on the dates you are available to do them.

We do not fund travel to/from training courses, so please take this into account when choosing your training provider.

IMPORTANT Do NOT book the courses you have requested funding for until you have received an Award Letter and returned a signed copy of the terms and conditions of award.

BURSARIES WILL NOT BE AWARDED RETROSPECTIVELY.

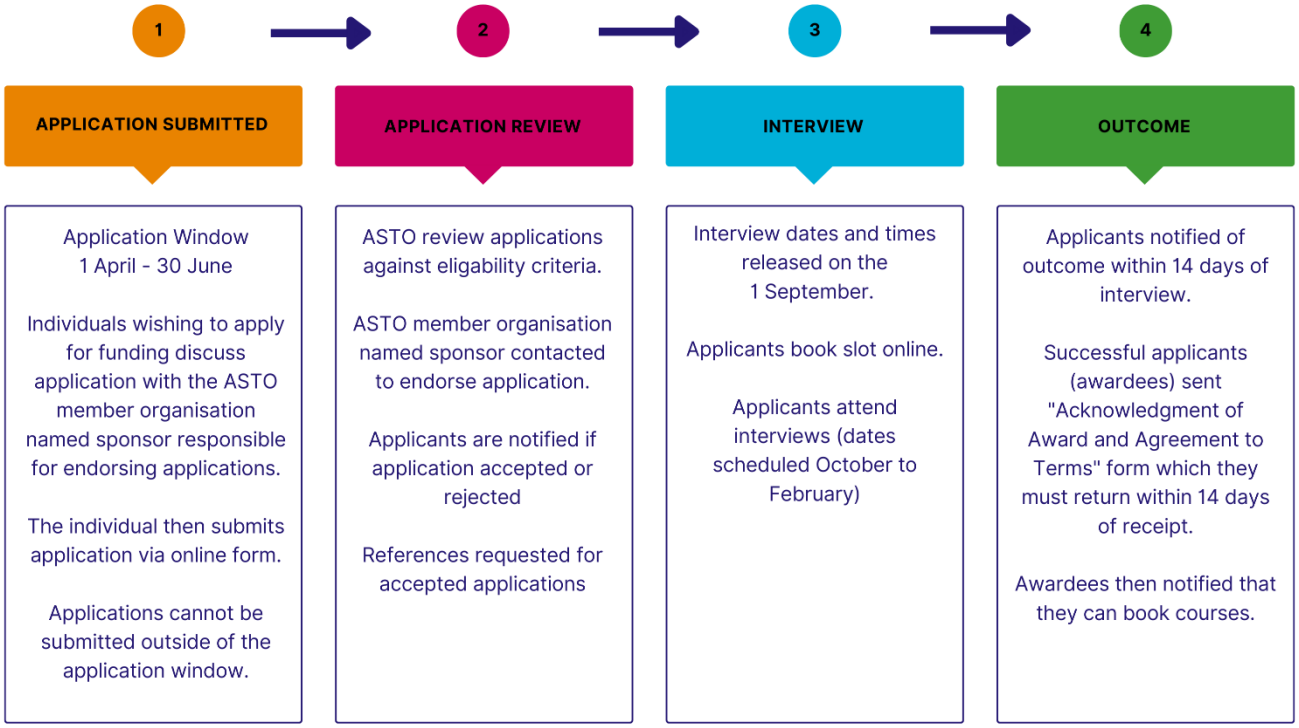
Please note that most Yachtmaster prep courses do not include the RYA exam fee, even if the course description states: 'preparation & exam'. This usually means the course cost includes the use of the boat for the exam and does not include the RYA exam fee itself. Please check this with your chosen course provider before completing the application form. RYA exam fees must also be included on the application form – there is space for this. The RYA set the price of exams. If you are applying for funding for an RYA Short Range Certificate (SRC) (VHF Radio) there is a line for the course cost and a line for the exam cost, please ensure you include both.

References

You are required to provide the contact details of two referees who will be contacted by ASTO to provide a written reference. The first MUST be a senior representative from the ASTO member organisation endorsing your application, *this can be but does not need to be the named Sponsor from the member organisation who will be endorsing your application.* The second referee should be a sea going professional who you have sailed alongside a number of times, who has knowledge and experience of your work within sail training.

Referees should state their role, the capacity in which they know you (e.g., employer, skipper, volunteer coordinator), and the length of time they have known you. They should be able to comment on your character and personal qualities, as well as on the skills, experience, and commitment you bring to a career in the sail training sector.

Trinity House ASTO Career Development Bursary Application Process



Application Form Questions

To help you complete your application, we've listed all the questions you'll be asked in the online form.

Please note: This document is for reference only. **Do not complete or submit it as it will not be accepted as an official application.** Mandatory questions are marked with a *

PERSONAL DETAILS

***Full Name:** First Name, Last Name

***Personal Email Address:** *(Please provide a personal email rather than a work address. During your bursary award and reporting period, you may change organisations, so we need a personal email to stay in touch)*

***Mobile number:**

***Address:** House name/number, Street, Town, County, Postcode

***Date of Birth:**

***Are you a British Citizen or a citizen of the Republic of Ireland?:** Yes / No

To be eligible for funding you need to be a British Citizen (including the Isle of Man and Channel Islands) or a citizen of the Republic of Ireland.

***What is your current involvement in sail training?** Employee / Volunteer / Freelance

APPLICATION SPONSOR

All applications must be endorsed by an ASTO member organisation. Please ensure you speak to your ASTO member organisation sponsor BEFORE submitting this application. For further information please see the application guidance notes.

Sponsors will be sent a copy of your application to review and endorse.

***Which ASTO member organisation is sponsoring your application?**

CURRENT QUALIFICATIONS

***If you are applying for a Yachtmaster Coastal/Offshore, have you completed your RYA Day Skipper Practical qualification?** Yes / No / Not Applicable

If No, when do you expect complete this qualification?

***Please list all your current Yachting or other Maritime qualifications:**

***What is the highest level of education you have completed?** No formal qualifications / GCSEs or equivalent (Level 2) / National 4 or 5 / Highers / A-Levels or equivalent (Level 3) / Advanced Highers / Vocational/Technical qualifications (e.g., NVQ Level 2/3, SVQ) / Higher National Certificate (HNC) / Higher National Diploma (HND) / Foundation Degree / Undergraduate Degree / Postgraduate Certificate/Diploma / Master's Degree / Doctorate

Please provide details of any additional relevant qualifications or training courses you have completed (e.g. First Aid, Safeguarding, Food Hygiene, BSL)

SEAGOING EXPERIENCE

In this section we are looking for a summary of your experience at sea – both paid and unpaid. This should <u>not</u> be a repeat of your logbook entries for each voyage, but rather provide a summary of experience gained on the vessels you have sailed on, including your roles and responsibilities onboard.

Please note the roles and responsibilities text boxes are not limited by word count so you can add detailed responses. Please add the earliest (oldest) positions first.

***Seagoing experience & employment (please add the earliest (oldest) position first)** Date from / Date To / Organisation/Vessel Name / Position Onboard / Roles & Responsibilities

Please upload a copy of your logbook to this application.

NON-SEAGOING EXPERIENCE & EMPLOYMENT

Date from / Date To / Organisation Name / Position Onboard / Roles & Responsibilities

In this section we are looking to understand what other work experience you have, paid or unpaid. This could include refit work.

***Non-seagoing experience & employment (please add the earliest (oldest) position first)** Date from / Date To / Organisation Name / Position / Roles & Responsibilities

FUNDING REQUEST

***Have you previously received funding from the Trinity House ASTO Career Development Bursary before?** Yes / No

If yes, please provide details of the previous Trinity House funding you have been awarded and the qualifications gained:

Please note, as long as you have achieved all the qualifications you previously received funding for from Trinity House, or have a schedule in place to do so – you are eligible to apply again.

***Please indicate the level of competency you hope to achieve with this bursary:** RYA Yachtmaster Coastal / RYA Yachtmaster Offshore / RYA Yachtmaster Ocean / Master (Yachts <200gt) / Officer of the Watch (OOW) (Yachts 3000gt) / Chief Mate (Yachts <3000gt) Master (Yachts <500gt) Master (Yachts <3000gt) / Other / Not Applicable

***Please select the courses required to achieve this:**

	x	Course cost	Course provider
RYA Coastal Skipper/Yachtmaster Offshore theory	☐	£	
RYA Coastal Skipper Practical course	☐	£	
RYA Yachtmaster Coastal EXAM PREPARATION COURSE	☐	£	
RYA Yachtmaster Coastal EXAM FEE	☐	£	
RYA First Aid	☐	£	
RYA Short Range Certificate (SRC) (VHF Radio) COURSE	☐	£	
RYA Short Range Certificate (SRC) (VHF Radio) EXAM FEE	☐	£	
RYA Diesel Engine Course	☐	£	
RYA Basic Sea Survival	☐	£	
RYA Radar	☐	£	
RYA Yachtmaster Offshore EXAM PREPARATION COURSE	☐	£	
RYA Yachtmaster Offshore EXAM FEE	☐	£	
RYA Yachtmaster Ocean theory COURSE	☐	£	
RYA Yachtmaster Ocean Oral EXAM FEE	☐	£	
Proficiency in Medical First Aid (STCW 95 A-V1/4-1) 'MFAS'	☐	£	
PiC of Medical Care on Board Ship (STCW 95 A-V1/4-2) 'MCAS'	☐	£	
GMDSS Long Range Certificate	☐	£	
GMDSS GOC (General Operators Certificate)	☐	£	
Personal Survival Techniques (STCW 95 A-V1-1)	☐	£	
Firefighting & Fire Prevention (STCW 95 A-V1/1-2)	☐	£	
Elementary First Aid (STCW 95 A-V1/1-3)	☐	£	
Personal Safety & Social Responsibilities (STCW 95 A-V1/1-4)	☐	£	
Proficiency in Security Awareness (STCW 95 A VI/6-1)	☐	£	
HELM (please specify operational or management)	☐	£	
Efficient Deck Hand	☐	£	
Proficiency in Survival Craft and Rescue Boats (STCW 95 A-V1/2-1)	☐	£	
Navigation and Radar (OOW Yachts) (MCA)	☐	£	
General Ship Knowledge (OOW Yachts) (MCA)	☐	£	
Advanced Fire Fighting (STCW 95 A-V1/3)	☐	£	
Seamanship and Meteorology (Master Yachts) (MCA)	☐	£	
Stability (Master Yachts) (MCA)	☐	£	
Business and Law (Master Yachts) (MCA)	☐	£	
Navigation, Radar and ARPA Simulator (Master Yachts) (MCA)	☐	£	
Preparation for Oral Exam: Specify OOW3000T / Master200T / Master 500T / Master 3000T	☐	£	
Oral Exams: Specify Master200T/OOW3000T / Master 500T / Master 3000T	☐	£	
Other courses (please specify below):	☐	£	

If you are applying for courses not listed in the table above, please put total value of other courses in 'Other courses' row, and list the individual course names, costs and course providers below:

Total value of funding requested: *this field is automatically calculated based on the information you have input in the table above.*

JUSTIFICATION FOR AWARD

***Describe in detail your involvement in sail training to date (include experience as a trainee, volunteer and staff as appropriate)** *Suggested wordcount: 500-750 words*

*__Explain your future plans within the sail training industry - outline your ambitions within sail training - what are your goals over the next 2-3 years?__ *Suggested wordcount: 150-300 words*
Is there anything else you would like to say in support of your application?

FINANCIAL CIRCUMSTANCES (STRICTLY CONFIDENTIAL)
Please note that this section is NOT shared with the ASTO member organisation endorsing your application.
*__Annual Income:__
Non-property assets (please list the value of all savings & investments held in bank/building society accounts, shares, ISAs, etc.) Account / Amount/Value
Other Income:

REFERENCES
*You are required to provide the contact details for two referees as part of your application. **At least one of your referees must be a senior representative of an ASTO member organisation**, this can be but does not need to be the named Sponsor from the member organisation who will be endorsing your application.*
*__Reference 1: Senior representative of an ASTO member organisation__ Name / ASTO member organisation / Telephone / Email
*__Reference 2: from a sea-going professional who has knowledge and experience of your work within sail training.__ Name / Organisation / Telephone / Email

SUPPORTING DOCUMENTS
*__Upload Supporting Documents (please include copies of logbook, copy of certificates)__
You are required to upload copies of your logbook and your current seagoing qualification certificates. These should be uploaded as PDF files. If you do not have access to a scanner, you can download an app to your phone such as 'Genius Scan - PDF Scanner' available on Android and iPhone.

DECLARATION
*__I have reviewed the requirements of the ML5 or ENG1 medical certificates (as appropriate) and know of no reasons why I would not be awarded. If you think there may be issues in getting one, please contact admin@asto.org.uk prior to submitting your application to discuss if we can help.__
Find out more about Seafarer medical certificates: www.gov.uk/seafarer-medical-certificates
*__I hereby certify that all questions have been accurately and fully answered and that all the information given by me on this form is correct to the best of my knowledge__. Checkbox / Sign / Date

Equality, Diversity and Inclusion (EDI) Monitoring
The answers to this question are NOT shared with the member organisation or the interview panel.
Why we collect this information:
We are committed to promoting equality, diversity and inclusion in the sail training industry. The information you provide helps us monitor our bursary process and ensure fairness. This data is used for monitoring purposes only and will not affect your application.
Your responses are confidential and optional and will be stored in accordance with GDPR and the Equality Act 2010.
Which of the following best represents your gender identity? Man / Woman / Non-binary / My gender is not listed / Prefer not to say
Ethnic Group
Do you consider yourself to have a long-term health condition or disability, including neurodivergence? Yes / No
If yes, please share any information you feel comfortable providing:
Do you require any reasonable adjustments for the interview?
If yes, please outline your requirements below:

About Trinity House

IMPORTANT: Please come prepared to tell the interview panel what you have learnt about Trinity House and how this bursary will help you and why you want to pursue a career in sail training.

Incorporated by Royal Charter in 1514, Trinity House is a major charity dedicated to safeguarding shipping and seafarers. Trinity House has two distinct but connected roles, both operating under the same name:

Trinity House is the General Lighthouse Authority (GLA) for England and Wales, with responsibility for nearly 600 Aids to Navigation from traditional features such as lighthouses, buoys and beacons to the latest satellite navigation technology and the development of solar and wind energy systems for both onshore and offshore installations. In addition, it inspects over 10,000 local Aids to Navigation provided by port and harbour authorities, and on offshore structures. They ensure the safety of all vessels using UK waters.

To find out more about the role of the General Lighthouse Authority, please watch this video.

The Trinity House Maritime Charity is committed to providing education, support and welfare to mariners of all ages. This work is entirely funded through their registered charities and is separate to their role as the GLA. Each year the charity disperses £5 million to meet its goals, this includes running 18 almshouses for retired mariners, sponsoring cadets in the merchant navy and superyacht industry, as well as funding a number of other maritime charities who support the seafaring community in many different ways. This includes the funding Trinity House provides for sea-going staff and volunteers who work on sail training vessels operated by ASTO member organisations. These bursaries support the career development of staff and volunteers in the UK sail training industry who wish to become qualified as mates and skippers or to increase their current qualifications.

To better understand the charitable mission of Trinity House, please watch this video.

As a bursary applicant, you are being considered for support from an organisation with centuries of experience in maritime education and welfare. We strongly encourage you to explore the links, understand their mission and where their funds come from.

Useful Links for Further Research

- General Information About Trinity House
  About Us | Trinity House
- Funding and How the Charity Operates
  Funding | Trinity House

Privacy Notice

Your privacy is important to us. This privacy notice explains how the personal data is collected on this application form processed.

For the purposes of data protection legislation, processing applies to any activity involving use of personal data – for example, collecting, storing, sharing and destroying.

The categories of this information that we collect, process and hold include:

- Personal information (such as name, date of birth, mobile number and email address)
- Special categories and sensitive information (such as ethnicity and gender)

We use applicants' personal data for the following purposes:

- To enable us to assess the application and administer the bursary.
- To derive statistics and assess performance of the bursary to ensure equal opportunities and accessibility for all (using anonymised data).

While some of the personal data provided to us is on a voluntary basis, some of it is mandatory, in line with administrative and monitoring requirements under the bursary scheme. We will inform you whether specific data we are requesting is voluntary or mandatory.

To process your application, ASTO will share some of the information with the member organisation endorsing your application (Name, Current Qualifications, Seagoing Experience, Funding Request, Justification for Award & Declaration). Your application (excluding your contact details and any EDI information provided) will also be shared with the interview panel.

The legal basis for processing your personal information is contract and legitimate interest.

Data on successful applicants will be held for the duration of your award, and for 10 years post date of award (the award period), for administrative and monitoring purposes. That is your name, address, email, mobile number and a list of courses you have been awarded a bursary for. We will destroy any other information. All personal information will be removed 12 months after the end of the award period. Data provided by unsuccessful applicants will be held for six months after the decision is made.

If you have any questions about our use of your personal data, please email: office@asto.org.uk.