



Instructor Requirements

All Trainers applying for approval will need to complete the approval form attached to this document.

Professional Yachting Association

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Instructor Requirements

- ▶ All training and instruction should be given, and assessments carried out by properly qualified personnel.
- ▶ Instructors engaged on PYA GUEST® accredited courses will hold the appropriate qualifications and endorsements.
- ▶ Accreditation to the Training Provider is granted subject to a qualified person being GUEST approved and listed as the course lecturer.
- ▶ For PYA to approve an individual Trainer or a Trainer part of a Training Centre, the trainer is required to complete the PYA GUEST Trainers application form and provide a current CV with photo, letters of reference, qualifications held appropriate to the level being taught and a relevant teaching certificate.
- ▶ The Trainer should be available for the PYA to contact and references will be followed up if deemed necessary by the PYA.
- ▶ All instructor requirements are at the discretion of the Professional Yachting Association.
- ▶ All Trainers applying for approval will need to complete the approval form attached to this document.
- ▶ All training is to be completed in **English**. All approved trainers must have a good working knowledge of the written and spoken English language.

The PYA encourages Trainers to keep up to date with CPD and relevant training. In addition to PYA provides (obligatory) annual Train the Trainers sessions as part of the approval and support

Note on applying for Instructor Approval: It is essential all relevant parties have read and understood the PYA GUEST Guidelines that regulate the course structure, content and GLH and Training Providers Agreement and the terms and conditions laid out in the agreement between your Training Centre and the PYA.

For the following modules:

- ▶ PYA Yacht Interior Basic food Service Module
- ▶ PYA Yacht Interior Introduction Module

All Trainers should:

- ▶ Have 3 years of proven applied hospitality management experience in the hospitality field, including as a Chief Steward/Stewardess in a professionally crewed Superyacht (over 24 meters), and / or as Hotel Manager, F & B Manager, Butler training or other similar.
- ▶ Hold an appropriate qualification in instructional techniques and knowledge and proven experience of instructing.
- ▶ Have training qualifications higher than the level being taught.
- ▶ Hold a Food Safety or Food Hygiene level 2 qualification - minimum
- ▶ Fully understand the specific objectives of the training.
- ▶ Have proven affinity with on-board yachting - minimum 4 seasons.

For the following modules:

- ▶ PYA Yacht Interior Advanced Service level 1 Module
- ▶ PYA Yacht Interior Advanced Service level 2 Module

All Trainers should:

- ▶ Have 5 years of proven applied hospitality management experience in the hospitality field, including as a Chief Steward/Stewardess in a professionally crewed Superyacht (over 24 meters) and / or as a Hotel Manager, F & B Manager, Butler training or other similar.
- ▶ Hold an appropriate qualification in instructional techniques and knowledge and proven experience of instructing.
- ▶ Have training qualifications higher than the level being taught.
- ▶ Hold a Supervising Food Safety or Food Hygiene level 3 qualification - minimum
- ▶ Fully understand the specific objectives of the training.
- ▶ Have proven affinity with on-board yachting - minimum 8 seasons.

For the following modules:

- ✎ PYA Yacht Interior Administration and HR Module
- ✎ PYA Yacht Interior Advanced Housekeeping & Valet Services Module
- ✎ PYA Yacht Interior Advanced Laundry Service Module
- ✎ PYA Floristry & Plant Maintenance Module
- ✎ Cigar Service **part of PYA Advanced Service level 1*
- ✎ PYA Yacht Interior Leadership & Management Module

All Trainers should:

- ▶ Have 5 years of proven applied hospitality management experience in the hospitality field, including as a Chief Steward/Stewardess in a professionally crewed Superyacht (over 24 meters) and / or as a Hotel Manager, F & B Manager, Butler training or other similar.
- ▶ Hold an appropriate qualification in instructional techniques and knowledge and proven experience of instructing.
- ▶ Have training qualifications higher than the level being taught.
- ▶ Fully understand the specific objectives of the training.
- ▶ Have proven affinity with on-board yachting - minimum 8 seasons

For the following module:

- ☒ PYA Barista & Hot Beverages Course

All Trainers should:

- ▶ Hold an appropriate qualification in instructional techniques and knowledge and proven experience of instructing.
- ▶ Have training qualifications higher than the level being taught.
- ▶ Hold a Food Safety or Food Hygiene level 2 qualification – minimum
- ▶ Fully understand the specific objectives of the training.

For the following modules:

- ✎ PYA Wine Bartending & Mixology Introduction Module
- ✎ PYA Advanced Bartending & Mixology Level 1 Module
- ✎ PYA Advanced Bartending & Mixology Level 2 Module

All Trainers should:

- ▶ Hold an appropriate qualification in instructional techniques and knowledge, and proven experience of instructing.
- ▶ Have training qualifications higher than the level being taught.
- ▶ Hold a Food Safety or Food Hygiene level 2 qualification - minimum
- ▶ Fully understand the specific objectives of the training.

For the following modules:

- ✎ PYA Advanced Wine Appreciation Level 1 Module *
- ✎ PYA Advanced Wine Appreciation Level 2 Module**

All Trainers should:

- ▶ Hold an appropriate qualification in instructional techniques and knowledge, and proven experience of instructing.
- ▶ Have training qualifications higher than the level being taught (WSET qualification or similar level qualification).
- ▶ Hold a Food Safety or Food Hygiene level 2 qualification - minimum
- ▶ Fully understand the specific objectives of the training.

* For the PYA Wine Intermediate Course: A WSET Advanced Certificate required or similar level wine related qualification.

** For the PYA Wine Advanced Course a WSET Diploma required or similar level wine related qualification.

Trainers Application form for PYA GUEST® Approval

1. Please tick one of the following: Forms that are not signed and dated cannot be processed.			
<input type="checkbox"/> Application to become an independent GUEST Approved Trainer	<input type="checkbox"/> Application to become GUEST Approved Trainer under an approved Training Provider.		
Full name:			
2. Full Name of approved Training Centre (if applicable)		Full Name of Principal (if applicable):-	
3. Instructor Details Address for Correspondence Country Post code		Trainer Tel: (home / day / office) Trainer: Email Website:	
4. Please indicate which course(s) you wish to have PYA accreditation: <ul style="list-style-type: none"> <input type="checkbox"/> PYA Yacht Interior Introduction Module <input type="checkbox"/> PYA Yacht Interior Basic Food Service Module <input type="checkbox"/> PYA Wine Bartending & Mixology Introduction Module <input type="checkbox"/> PYA Yacht Interior Administration and HR Module <input type="checkbox"/> PYA Yacht Interior Advanced Service level 1 Module <input type="checkbox"/> Cigar Service <i>*part of PYA Advanced Service level 1</i> <input type="checkbox"/> PYA Yacht Interior Advanced Service level 2 Module <input type="checkbox"/> PYA Yacht Interior Advanced Housekeeping & Valet Services Module <input type="checkbox"/> PYA Yacht Interior Advanced Laundry Service Module <input type="checkbox"/> PYA Floristry & Plant Maintenance Module <input type="checkbox"/> PYA Barista & Hot Beverages Module <input type="checkbox"/> PYA Advanced Wine Appreciation Level 1 Module <input type="checkbox"/> PYA Advanced Wine Appreciation Level 2 Module <input type="checkbox"/> PYA Advanced Bartending & Mixology Level 1 Module <input type="checkbox"/> PYA Advanced Bartending & Mixology Level 1 Module <input type="checkbox"/> PYA Yacht Interior Leadership & Management Module 		Please indicate which of these required qualifications you hold: <ul style="list-style-type: none"> <input type="checkbox"/> Food Safety / Hygiene level 2 <input type="checkbox"/> Supervising Food Safety / Hygiene level 3 <input type="checkbox"/> Trainer Qualifications: Details: <input type="checkbox"/> Other relevant qualifications or awards relevant to the subjects applying to teach: Details:	
4.1: Do you wish to offer On-board training YES/NO:			
5			
<input type="checkbox"/> You have read and accept the definitions as indicated in the PYA GUEST® Guidelines <input type="checkbox"/> You have read and accept the terms & conditions as laid out in the Training Providers PYA GUEST® Agreement			
6. You or your Training Center are a PYA Member (Corporate membership is required for Training Providers) Individual Trainers can sign up an Interior Members. YES / NO <i>Training Providers under the Corporate Membership may promote PYA GUEST® accredited courses on the PYA Course Calendar</i>			
7			
Trainers are required to supply the following documents listed below with this application:- <i>This section is part of the ISO / QMS so please ensure each document has a Reference or Revision number and Date on each page.</i> <ul style="list-style-type: none"> <input type="checkbox"/> Instructors Qualifications <input type="checkbox"/> Teaching qualification <input type="checkbox"/> Current CV with Photo <input type="checkbox"/> References <input type="checkbox"/> Instructors Course Notes and Lesson Plans <input type="checkbox"/> Student Course Notes and Hand outs <input type="checkbox"/> A list of all teaching aids and materials to be used for each course 			
9. All applications to complete:		<i>I apply for recognition of the above named courses, having read the Training Providers PYA GUEST® Agreement REV13 as set out by the PYA.</i>	
		Date Signed:	
Office use:-		Approved by	Date: Sign: